

Pelham Hall Management Committee Meeting Monday 16th March 2020

7:00 pm

Present: Adam B-J (Chair), Nikki Scarr, Geraint Thomas, Andy Henstridge, Jan Harry, Sarah Haeffner, Nigel Roles, Tom Rigby, Karen Rollings, Lance Rowell

1. **Apologies for absence:** David May, John Bradley
2. **Minutes of previous meeting** (previously sent with draft agenda)
 - a) **Acceptance:** Geraint Thomas's name added to the Apologies. The minutes were then accepted as accurate.
 - b) **Agreement to make public:** agreed
 - c) **Actions from last minutes not covered in today's Agenda:**
 - 4 a: JH to get a quote for a loft staircase and get Richie to install it. **DONE**
 - 4 b: JH to get Richie to install blinds in Bar. **DONE**
 - 4 b: WiFi – DM to monitor. **ONGOING**
 - 5 a: JH to get warranty date for lift moved to completion of work. AH to get details of servicing etc. **PENDING as a further problem with lift has arisen.**
 - 6: ABJ to – define the brief and move into project to think about what would/could happen. **PENDING - Postpone until post -Covid 19.**
 - 7: AH – Cloud storage. Initially set up, need to consider how to share it as all are logging into the same account. **PENDING**
 - 8a: Bank don't have deeds for the Hall. **ACTION: Andy to phone Pat Moriarty to see if he knows.**
 - 8b: prize for non-winners of 100 Club: **DONE**
 - 8d: KR and JH have looked at amending the charges for weddings etc. To be discussed further. **PENDING**
 - 8e: Panto party and Breakfast. **DONE**
 - 8f: JH to purchase tables. **DONE**
 - **8g: JH: KR** – resurfacing to start on 23rd March and tennis club car park. No great activity at Hall, so not much disruption expected. Cost and proportion of cost for Hall: **PENDING**
3. **Declaration of conflicts of interest** - none
4. **Coronavirus strategy**
 - a) Should we say there should be no more events at the Hall?
 - b) Pilates – Diane Bartle has cancelled Pilates classes for the moment.
 - c) Bowls club will cancel all their matches until 2nd July and wonder if they can waive their rent for the hall. Agreed. **ACTION: AH**
 - d) This week's birthday party has been rebooked for 8th Aug.
 - e) No news yet from A1 Dance as to whether they will continue classes.

- f) Wine Tasting (Monmouth charity – Rosie Adams) – to be delayed to end of Sep.
- g) KPOW to be delayed
- h) 30/3 coffee morning – no
- i) 10/5 Big Breakfast – no
- j) Supper Night – possibly ask if Fish & Chips would come on Thursday, but the Hall would not be open. Officially the next one is in April. **ACTION: JH TO TALK TO PAT TO SEE IF SUPERFISH WANTS TO COME AND HOW FREQUENTLY.**

(POST-MINUTE NOTE: SuperFish is now coming weekly on a Thursday, 6:00 pm to 7:30 pm)

Message for this week's newsletter:

It was agreed that The Hall remains open.

– any events run by Pelham Hall will cease until 8th June (12 weeks).

Any private or commercial events may still be able to book the hall through negotiation.

Those responsible for running sessions should choose whether or not to run their classes.

All postponed events will be rescheduled when possible.

Coronavirus support: plans are being drawn up to develop a support network for the village.

Watch this space!

Anybody who wishes to use the hall must agree to clean the hall to a sufficient standard to prevent the transmission of the Coronavirus -

Users (e.g. A1 Dance)

ACTION: KR to talk to Bonita.

(POST-MINUTE NOTE: Karen got in touch with A1 Dance. They have suspended classes for the present.)

SHOULD THE HALL BE INVOLVED IN CONVENING EFFORTS TO ASSIST THOSE WHO MIGHT BE ISOLATED?

JH will contact Amy Jenkins and liaise on the village efforts on volunteering. Map of village – split up into areas,. A new email address will be set up by Adam.

ACTION: AB-J

(POST-MINUTE NOTE: Adam has set up help@pelhamhall.org.uk and JH, Amy and DM have set up the village support group)

Set up a What's App group – Geraint to set up a What's App group for Hall committee and then work out when we have another meeting – either online or physically.

ACTION: GT

(POST-MINUTE NOTE: Geraint has set up the Hall Committee What's App group.)

5. Treasurer's Report November 2019 – March 2020

<u>(figures from April 1st 2019)</u>	
Total Income	£58,915.55
Total Expenses	£55,293.58
Bank	£20,331.54
+ Floats	£772.50
<u>Notable Figures</u>	
Tables	£775.20
Amplifier	£323.32
PPL/PRS Music Licence	£774.98
Insurance	£1427.69
TV Licence	£154.50
Bar Licence	£180.00
SSE SWALEC	<u>£869.60</u>
Total	£4505.29
<u>Panto Income</u>	
Bar	£1917.50
Raffle, Ice Creams & Programmes	£1144.90
Adverts	£55.00
Big Breakfast	£329.70
Tickets	<u>£2971.98</u>
Total	£6419.08
<u>Panto Expenses</u>	
Printing	£219.80
Programmes	£150.00
Big Breakfast	£126.13
Music	£33.58
Hamper	£57.01

After Party Band	£40.00
B/Stage Gifts	£70.41
Costumes/Props	£198.70
Ice Creams	£143.00
Ticket Source	£283.86
Bar Stock	<u>£958.75</u>
Total	£2281.24
<u>Panto Profit</u>	
Profit	£4137.84
<u>Investment in Equipment</u>	
Stage Lighting	£772.68
Curtains & Flats	£138.10
<u>Loans</u>	
<u>Cricket Club</u>	
Paid £350	
Outstanding £4151	
<u>Tennis Club</u>	
Outstanding £4882	

- a) £1000 to come from Ticketsource and £1000 from A1 Dance.
- b) Feb v expensive month of the year.
- c) Formal thank you to the panto committee **ACTION: ADAM B-J**
- d) Income lost due to Coronavirus, estimated at approx. £3000 and bar profits.

6. Committee sub-groups

- a) Events Committee report from March meeting
 - KPOW needs to be cancelled. **ACTION: GT TO CONTACT NICKI FELSTED TO SORT IT OUT**
 - ART CLUB – have cancelled their sessions
 - All other events will be cancelled or postponed

7. Premises report (JH)

- a) LED lighting project – quotes (JH) £3000 from Monmouth council waiting. 2 quotes: £9,500 and £11,500. MCC needs to get these, but we have to decide if we want to spend the difference.

JH needs check like for like and ask each about the different types of fitments. She will. Consensus is go forward with it. She will email all with her findings. **ACTION: JH**

8. Classic Car Show 23.8.20

- a) White House Farm have offered us a field for parking. Signage to be prepared by Nicki Felsted. **ACTION: AB-J to update**

9. Funding of future projects update

- a) **Website future** (DM/NS) Made an agreement with Kenny £1500, £750 at beginning and £k750 on completion. Also been given a contribution from Firefly £500. Huge thanks to David for organising.

Kevin is going to do a prototype to be produced in 4 weeks. NS going to try and show the committee once it is ready. Then once prototype agreed, we commission him to do a certain no of pages, (45 pages) also included in fee is training of those who will be involved in the website.

She would like to form a working group:

Commercial side,

Educational side

Communication side

Antonia said she will be involved (creative), David, and anyone else who would like to be involved.: Tom Rigby interested – commercial angle. Bob Scarr will be happy to learn the software.

If we need him after the agreed project, the cost is £30/hr.

First £750 will be paid when NS has written agreement of what he will be doing.

ACTION: NS

10. **New projector** - is working.

11. **Car park resurfacing** – another delivery of pea gravel needed after the Tennis car park is complete. **ACTION: JH TO ORGANISE**

12. **Date of next meeting** – to be confirmed in due course.

13. AOB

- a) Pool Table (30 ins x 58 ins)– Neville Pullen is prepared to sell it to the hall. AH to ask for further details. **ACTION: AH**
- b) TUCC has suspended all meetings until their AGM to be held May 18th 2pm in the car park.