

**DRAFT - Minutes of Pelham Hall Management Committee Meeting via Zoom**  
**19.00 hours Monday 2 November 2020**

1. Present: Nikki Scarr (Chair), Adam Burtt-Jones, Sarah Haeffner (by phone), David May, Anne May, Geraint Thomas, Andy Henstridge, Sally Henley, Tom Rigby, Jan Harray (minutes). Nikki Scarr welcomed new committee member, Sally Henley.

Apologies for absence: Lance Rowell, Nigel Roles and Karen Rollings.

2. Minutes of previous meeting on 2 September 2020 were shown and agreed (proposed by DM and seconded by Sarah H) and agreement to publish on the website given.

Actions from the previous meeting:

AH and AB-J were going to set up emails and Google Drive account. DONE.

AB-J was to draft an initial plan for Hall opening. DONE.

AB-J to issue draft roles and responsibilities. DONE.

DM, AH & NS and John Petrie to discuss website. Not quite there but see item 10 below.

3. No conflict of interests declared.

4. Treasurer's Report from 5 April 2020 to 2 November 2020

|                   |           |
|-------------------|-----------|
| Total income      | £16898.40 |
| Total expenditure | £18002.56 |
| Bank              | £19978.49 |
| Floats            | £ 772.50  |
| Stock             | £ 1100.00 |

Electricity bill was estimated £877.59 but when actual reading given the bill was reduced to £377.53 up to 20 August 2020. Also received (20-page!) letter dated 20 October stating we're in credit by £661.80 due to a refund of Climate Change Levy and VAT which isn't payable by charities. *Update - £661.80 refund just received.*

NS asked AH if he had concerns about the Hall's reduced income during Covid-19. AH shared his forecast for the year from March 2020 showing if the Hall was mothballed the cost would be £2500pa but was manageable.

5. Hall opening

AB-J reported that the Hall was in operation with a risk assessment and Covid-19 signage for organised groups who had completed risk assessments. Following revised guidance face masks now need to be worn inside when not exercising. AB-J has updated the risk assessment and produced signs. When Hall is opened again from 9 November the face mask signs should be in place and the revised risk assessments issued to the usual groups. No committee member objected to the Hall being reopened. DM reiterated that groups of up to 15 people could attend an activity and this would apply to Yoga, Pilates, A1 Dance etc. As yet, no confirmation from Welsh Govt about the reopening of pubs, cafes, restaurants following the English Govt decision to lockdown for 1 month from Thursday 5 November. **Action AB-J, JH, KR.**

GT asked if the Hall could have a maximum of 15 people for a Social Night with table service as the Hall is for the community and could help people's well-being? Discussion followed re risk eg.

R number less than 1 in Monmouthshire/infection rate below 50 per 100,000, Track, Trace & Protect, book-in, a nominated responsible person would have to supervise. Children would have to be seated.

The committee will look at this again when the R number is below 1 in Monmouthshire.

TR asked if a string instrument group could hire the Hall for practice. Answer is yes if they can follow the Hall's rules and to contact KR.

## 6. Premises Report

JH reported the cleaners had returned because classes had been running for 4 weeks. Covid-19 signage is displayed and rules on A1 board at the entrance and 3 lots of hand gel is available. All class leaders were compliant with the rules. The NHS Covid-19 QR code for the Hall is displayed and A1 Dance has their own.

All class leaders keep a record of who attends each class along with their contact details. JH will ask for these lists when we re-open and they need to be kept for 21 days. **Action JH**

Richie Bentley has continued to carry out small repairs. There are a few internal areas that need a coat of paint, but it may be too late in the year for exterior painting.

## 7. Roles Matrix

AB-J with AH has been listing the responsibilities of each individual role within the committee so that when personnel change, people understand what's expected of them and things don't get forgotten. AB-J will review matrix and come back to next meeting. **Action AB-J**

## 8. Resilience update

AH has created 2 more email accounts: [treasurerpelhamhall@gmail.com](mailto:treasurerpelhamhall@gmail.com) and will ask people to send emails for the Treasurer to this account. Also, this makes it easier for a new treasurer to take over the email account and see all previous emails.

The other email account: [committeepelhamhall@gmail.com](mailto:committeepelhamhall@gmail.com) has been created for file sharing. All PHall's files are on Google Drive. Committee members can have log-in for this account to check details in the drive but for viewing only. AH suggests having 2 accounts is best way to control editing rights. This will make the system more resilient if anything happens to an individual's account.

## 9. Website

NS reported that AH had kindly offered to help move this along and it's fortunate that Billy, their son is at home for the next couple of months who has expertise in Squarespace. AH has been working on the website structure and a template of how to create pages and how to organise levels. AH will start on the Hall section of the website. NS will be looking for volunteers to assist and several have already been trained including Paula Brady. TR has had training and is able to help on the commercial side of the website and Antonia Pearson can help on the community side. Bob Scarr has offered to produce some pages too.

AH has suggested we have a website photo editor/curator and NS will be asking for a volunteer.

DM has been working with John Petrie on the history/archive side (over 1000 pages) through Wordpress but progress is slowed by the size and complexity of the task.

NS hopes to have made significant progress by Christmas 2020 and launch the new sites thereafter.

NS, AH and TR will meet in a fortnight to make further progress with Squarespace.

**Action NS, AH, TR, DM.**

## 10. Halls Together Rural Development Project

MCC have obtained funding from the Rural Development Fund with the aim for halls to reduce costs, save energy and share best practice and information. NS completed a form and registered and is awaiting information. NS and AB-J are the leads at present. PHall already has an electricity deal until 2023 but other areas where savings could be found as a group of halls are eg. insurance, broadband. DM pointed out that PHall could withdraw from the scheme if need be.

## 11. Committee Sub-Groups

Nothing happening due to Covid-19.

## 12. AOB

a. AH attended an on-line funding surgery via GAVO (Gwent Assoc for Voluntary Organisations) about National Lottery funding. Two types, "People & Places" with awards of £10k to £0.5m and "Awards for All" up to £10k. We now have 2 contacts to help us with any future applications. AH mentioned 2 possible projects for PHall, hearing loops (£7-£8k) and to introduce natural light into the main hall. There's stiff competition from many communities for the funds. AH took from the GAVO conversation that communities need to consult and engage with their community as PHall had done via village surveys before the grant for the lift was awarded. Discussion followed about how PHall could be reconfigured to provide office/collaboration space if there was a need within the community post Covid-19. How do we use PHall in the future? Do we have a space the community want to use? Obviously need to engage with the community.

b. DM has updated the Village Maps and was hoping PHall could sponsor the printing costs. The originator was Pru Evill and then updated by Peter Hayward and now by DM and could stay as a private initiative. The photocopied maps are all being used mainly by delivery drivers. PHall agreed to fund maps and DM to get quotes for printing. AH asked if the blue dots on the maps defining the houses could be the same colour as the postcode. **Action DM**

c. Skip via TUCC. (TR left the meeting). Villagers respected the sign saying the skip was full. Discussion followed about how to be fair to everyone who wanted to use it. Decided the skip idea was a success and much needed. The skip was an 8 yard one costing £280. David will feed this back to the TUCC who funded the initiative. GT suggested perhaps PHall could supply a skip if the TUCC was not going to repeat the exercise. **Action DM**

d. Stock. AH asked whether to offer real ales, cider and lagers for sale at cost price to the Hall committee as bottles were coming up to their sell by date. Agreed. AH to send out email soon. **Action AH**

e. AM for information has provided 10 key cards to new Tennis Club members.

## 13. Date of Next Meeting

19.00 hours Monday 4 January 2021.

Meeting closed at 20.10 hours.