

DRAFT - Minutes of Pelham Hall Management Committee Meeting via Zoom
19.00 hours Monday 4 January 2021

1. Present: Nikki Scarr (Chair), Adam Burt-Jones, David May, Anne May, Andy Henstridge, Jan Harrhy, Karen Rollings and Sally Henley (minutes),
Apologies for absence: Lance Rowell, Nigel Roles, Sarah Haeffner, Tom Rigby and Geraint Thomas

2. Minutes of previous meeting on 2 November 2020 were shown and agreed (proposed by NS and seconded by JH) and agreement to publish on the website given.
Actions from the previous meeting:
 - 2.1 AB-J, JH, KR to revise risk assessments etc for reopening, obviously not applicable in the current lockdown. Same for JH maintaining class attendee lists from respective leaders.
 - 2.2 AB-J was to draft an initial plan for Hall opening. Also not required currently.
 - 2.3 AB-J to issue draft roles and responsibilities. DONE, see item 7.
 - 2.4 DM, AH & NS and John Petrie to discuss website. DONE see item 10.
 - 2.5 DM to get quotes for printing village maps. DONE AH to print to reduce cost as otherwise very large quantities need to be ordered to make printing viable.
 - 2.6 DM to pass feedback to TUCC re success of skip. DONE no further plans at present for a repeat but TUCC may review if Mitchell Troy facility closes.
 - 2.7 AH to email re out of date stock from bar. DONE all sold for £433.50, mostly wine left in stock.

3. No conflict of interests declared.

4. Treasurer's Report (AH) from 2 November 2020 to 2 January 2021

Total income	£19704.74
Total expenditure	£19247.04
Bank	£21830.67
Floats	£ 697.50
Stock	£ 1100.00 - £433.50 (out of date beer etc) = £666.50

Income from A1 ballet classes has been lower this year as no classes where possible during the summer term. Income from Spring and Autumn terms were £802.80 and £681.53 respectively. A grant of £500 can be claimed from TUCC by end of March, as long as expenditure has been in excess of £1000. The Hall can qualify, as building insurance and licences are due and total is £2600. The music licence was about £575 last year and is paid in arrears, so the lack of events due to Hall closure for most of 2020 will be reflected in the small amount owed when the next payment is due. Loans ; Cricket Club £4151, suggest repay of £700, Tennis Club £4882, suggest repay of £700 + £123 for key cards supplied. If above amounts paid and expenses settled there will be approx.. £19,000 in the account. All agreed.
JH suggested possibly cancelling TV licence as the Hall is not in use.

5. Hall opening (AB-J)

Initial Hall Opening draft completed ready for implementation when required. The committee will look at this again when lockdown is over, if necessary an extra meeting will be called. ACTION AB-J

Commented [h1]:

6. Premises Report (JH)

Very little to report. Lift is waiting for LOLER inspection to certify the weight carrying capacity.

7. Roles Matrix (AB-J)

This has been completed, please review attached

8. Resilience update

To be discussed at next meeting. ACTION AH

9. Website (NS)

9.1 NS reported that the website will go live on 16th January 2021 with links to the historical and archive sections of the current website. DM and John Petrie are working on the migration of these historical and archive sections to a new annex site based on WordPress, so over time these links will be replaced to access the annex site.

9.2 After the launch the team will be looking for feedback and their objective will be to improve and expand the website based on that feedback. ACTION NS

People to thank; Andy Henstridge, David May, Kenny John, Antonia Pearson, Tom Rigby, Billy Tebbutt and John Petrie.

10. Halls Together Rural Development Project (NS)

10.1 No further developments

10.2 DM indicated that TUCC are keen to support village halls with additional funding, details not confirmed yet but may be decided at their next meeting. It was suggested that AH and JH think about possible projects that might benefit, hearing loop? but input from all would be welcome. ACTION DM

11. Committee Sub-Groups

Nothing happening due to Covid-19.

12. DONM and AGM

1st March 2021 at 7pm. Details of AGM will be discussed further, probable date in May 2021. AH and JH to stand down and will be incredibly hard to replace, volunteers please come forward, 3 posts to fill as there is currently no Secretary.

13. AOB

13.1 AM requested a replacement A board for the one at Pen Y Garn, as it is crumbling, all agreed. ACTION AM & JH

Meeting closed at 19.45 hours.