

Pelham Hall Management Committee Meeting Monday 4th October 2021

6:30 pm

DRAFT MINUTES

Attendees: Sarah Haeffner, Ann May, David May, Karen Rollings, Andy Henstridge, Ian Bristow, Adam Burt-Jones (Chair), Sally Henley, Tom Rigby, Cameron Lee, Phil Harris, Nikki Scarr, Geraint Thomas

1. **Apologies for absence:** Lance Rowell
2. **Minutes of previous meeting** (previously sent with draft agenda)
 - 2.1. **Acceptance:** Agreed provisionally due to late circulation (ABJ proposed, GT seconded). Members to send any further edits or comments to LM asap. **[Action: all]**
 - 2.2. **Agreement to make public:** Agreed (proposed SH, seconded AM)
 - 2.3. **Actions and matters arising not on the agenda:**
 - 2.3.1. Cricket club loan – AH has chased up today with the cricket club’s new Treasurer. AH advised the new cricket club representative that he needs confirmation that the cricket club’s bank details haven’t changed and also an update on their activities – correspondence has been coming to the hall from the Inland Revenue. PH noted that the cricket club has changed status as the ground is currently legally owned by previous cricket club members who are no longer in the area. The club is therefore in the process of becoming a CIC, to hold the land in trust, hence the Inland Revenue correspondence. The cricket club rep will chase the Treasurer. **[Action: AH/CL/PH]**
 - 2.3.2. A1 dance risk assessment – Updated risk assessment has been received.
 - 2.3.3. Painting and deep clean- Deep clean took place previously ahead of hall reopening but will need to be repeated. SH now has the cleaner contact details and has had a transfer with Jan to share knowledge. NS will be meeting with Jan tomorrow. Sally, Nikki, and Ian need keys – to be discussed further under AOB.
3. **Declaration of conflicts of interest:** None declared
4. **Treasurer’s Report**

Figures reported: Income £5942, expenses £6076. Bank balance £18974, £629.60 in floats. The Hall has received a donation from a recent winner of 100 club (Dr Horton), and Cindy has donated some money from her parents David and Ann who have donated £500 to go to new chairs. It was agreed that the committee should send a letter to the family to thank them. **[Action: (AJB)]** A1 Dance still have outstanding invoices, although Bonita has sent the hours for the last term. There are three outstanding invoices totalling £2130. AH has asked her to pay the first two immediately and then the third by the end of the month. She will then in October owe another payment. AH has also been chasing up getting a smart meter fitted as the power company keeps estimating bills even though we are sending meter readings, often overestimating the bills by £300-400. **[Action: AH to chase up]**

5. Hall Opening (ABJ)

As previously updated, ABJ has written up a general risk assessment to set the limits of hall usage. Hirers have also been asked to re-do their risk assessments. There is now a question about how to guide hirers on content and whether we should publish a blank RA when making bookings. There is a risk that if we do so people do not adequately think through the risks for their specific activity e.g. for sports when they should be

drawing on guidance on RAs specific to sport. We want to avoid people just using someone else's RA and not thinking through the risks properly for their activity. Members commented on the challenges for some hirers of not having any guidance – KR noted that there is a distinction between different hirers, for example individuals running clubs tend to know the rules and parameters they are operating within whereas the people hiring the hall for the recent funeral would not have known where to start. ABJ noted that the risk and responsibility falls on the hirer once the RA has been completed so it's important RAs are taken seriously. NS noted that we want to encourage hall access so we could argue that we should be providing a template to this end. AH emphasized that RAs can't be generic and need to be tailored to match the premises. It was agreed that a couple of risk assessments would be shared as examples to help hirers but that the committee would need to ensure RAs were appropriately adapted, something ABJ and NS currently do. **[Action: ABJ to circulate risk assessment examples/provide to KR to share with hirers.]**

6. Premises Report (JH/NS)

As noted in the previous meeting, the role of premises manager, previously fulfilled by JH, will now be divided into three. The cleaning element will be taken over by SH who will be responsible for management of the cleaners, and the events committee will manage security after events). The regulatory elements of the role (fire, lifts etc) Ian Bristow is going to lead on. NS will be taking on the management of the maintenance side until a more permanent solution can be sought, drawing on her husband and Ritchie to conduct the maintenance/repair work. Ritchie had previously been doing one or two days a month for the hall with budget available for this work, however when the hall was closed due to COVID-19 there was less work to do so this arrangement fell away. It may be possible to resurrect it although Ritchie does not want to work on a retainer basis.

JH has provided a comprehensive report of what's happened and what's required. Some updates: cleaning will be discussed in more detail at the next meeting. Mike Carragher will be doing some painting in the next 5 weeks. There is also a list of other things to look at e.g. a hole in the fascia of the front porch, the rotting tennis club windows (and indeed all exterior woodwork needs inspecting for rot). We also need someone to volunteer to trim the grass around the hall. PH indicated there were a couple of other things the cricket club would like to add to the repairs list. **[Action: Cricket club rep to send any additions to the list to NS.]** On the division of the premises manager role, LM noted that it might be helpful to have a clear list of exactly what activities align to each person to ensure nothing falls through the gaps and so the rest of the committee know who to go to on what issue. **[Action: NS to produce responsibilities list.]**

7. Events (SH)

The hall was open for fish and chips on Thursday, there were not many people who ate in the hall but actually there were not so many people getting fish and chips in the first place. SH has asked Superfish to stay until 8 instead of 7.30, doing 6-8 for the next few weeks to see if we have an uptick in interest. In terms of COVID-19 management there were no real issues; small tables were set up with cutlery in individual packs, and SH put a sign up about the COVID rules, although people did occasionally forget and get up without masks. There was a discussion about the challenges of ensuring those who attend have all been fully vaccinated or have had a negative COVID tests within 48 hours of the event, and whether this was practical or not. It was agreed that this was down to individual venues to decide and this requirement was part of our risk assessment, and that in addition to having a sign up SH would pass on the list of rules to DM to go in the Pelham Hall newsletters as

a reminder. **[Action: SH]** SH would also put out a small stock of masks each week at the entrance to the hall. AM noted that some people aren't aware/forget that the hall is open which may have affected numbers. SH noted that we will continue to run this event for a few weeks to assess interest. IB noted that he would look at the hall's guidance and was happy to update the RA (although it was noted by NS/ABJ that the guidance from the Welsh Government for halls had not been updated to reflect our current COVID status).

There was a further debate about safe heating in the hall with winter coming – ABJ noted that fan heaters, such as those we have in the hall, have been linked to spreading COVID-19 so it is not safe to use those whilst there are people in the hall. We could instead use wall heaters and free-standing storage heaters which would be controlled by a wi-fi control box. It was noted that it was important for the hall to be warm to encourage access, for example for those doing yoga. DM and JH are able to remotely control the central heaters to put these on in advance of events, this access could be widened to enable others (e.g. SH) to be able to do this ahead of events. Due to time pressures in the meeting it was agreed to continue a discussion on heating by correspondence. **[Action: ABJ/DM/GT to agree a plan on heating and ABJ to consider the risk side.]**

On other events, SH noted that we have pencilled in a quiz night at the end of October on Friday 22nd, and will add in a children's quiz element to encourage in families. The events committee will see how well these events go and then consider adding additional ones. We may have to run a ticket system to enable us to manage numbers and ensure we have enough space. People will be in groups of 4-6. SH will put a system in place to avoid overcrowding at the bar e.g. at busy times people can pay for their drinks and then take a raffle ticket for their order which can be brought to their table.

8. Weddings (NS)

In the interest of time it was agreed to delay this item until the next meeting. **[Action: LM to add to agenda for next meeting.]**

9. Wye Valley Villages Plan (DM/ABJ)

ABJ updated that he had written a letter which went to the lead author in Arup. A response came back to ABJ (which also copied in David Davies MP) and noted that the Arup team will be reviewing the responses that have been provided online before determining who to respond to. We will wait to see what they come back with.

10. Governing Documents (AH)

AH and DM have drafted an update for the governing document to ensure we just have one single document. There are a number of outstanding questions though which require some legal advice, for example the definition of membership. The Charities Commission has three definitions of membership, none of which are applicable to the Hall. There is a question also about community membership where there is a reference to making the document available to everyone using our record of their names and addresses, something we don't currently have. AH has contacted Gwyn Jones in Monmouth for legal advice, however they advised that they said they are unable to review governing documents for charities. DM noted that we could draw on John Howells who provided legal advice pro bono previously, around 10-15 hours. NS indicated she could contact her sister in law for informal advice. AH indicated that we might need around two hours' worth of a legal advisor's time and would draw up very specific questions for the advisor to answer. It was agreed that the committee would first draw on NS's sister in law before looking more widely if required. **[Action: AH/DM to draw up questions for legal advice, NS to share these with her sister in law.]**

11. Resilience Update (AH)

There was no specific update to give on this issue. There was however a challenge in that two factor authentication meant that the Gmail account AH had set up for the Treasurer and committee more widely could only be accessed by one person, although we could set it up so that files are visible to others e.g. the Secretary who should have access. There was a debate over looking into other options e.g. use of Dropbox to enable everyone to be able to view the files but only one person to be able to edit them. GT advised that this was possible in Dropbox, and NS that we ideally wanted to keep two factor authentication if possible. It was agreed that AH will look into Dropbox as an option. **[Action: AH]**

12. Website (NS)

The website is working really well, and getting more hits now we have more events running. wonderful. If anyone has any feedback please do share it - all feedback will be gratefully received.

13. AOB

13.1. Keys- It was noted that IB, SH, and NS all need keys to the hall. DM/AM noted that they have two sets of keys which can be copied. It was agreed that ABJ will organise this. **[Action: ABJ to arrange appropriate key access]**

13.2. Bar- KR asked who she should go to in order to secure bar staff now that Pat has resigned as chief organiser of the bar? NS noted that she would find a solution. **[Action: NS]**

13.3. Storage – TR noted that Art in Penallt needs somewhere to store the things that have to date been stored at Humble by Nature, for example a shed somewhere. ABJ commented that we could put a step above the hall at a cost of around £1,000. Richie could perhaps be asked to cost up a ladder and access to the space on top of the bar area for storage. **[Action: ABJ to commission Richie.]** TR noted that Art in Penallt could provide some funding towards the project if agreed.

13.4. Tennis Club Room- AH noted that the tennis club had asked that if the windows are being replaced then they would like the door to be moved to be where the tennis courts are. The tennis club are willing to contribute towards the costs if this action is taken. It may be worth discussing with them when agreeing a repair/maintenance plan. It was agreed that KR would talk to Rosie about this issue before returning to NS for further discussion. **[Action: KR]**

13.5. Hall Wifi- DM noted that we have the opportunity to improve the hall wifi through securing fibre access. We currently pay £29.30 for very slow internet and can now get a much better contract. DM advised that we get the bottom level contract for now, with the cheapest option being £24 with EE for around 30mb. This plan was agreed, with ABJ proposing and GT seconding the plan. **[Action: DM to organize new internet contract.]**

14. **Date of next meeting** – This was agreed to take place at 1830 on November 29th with ABJ proposing and GT seconding.

The meeting closed at 1945.

Annex: Action List

1. **All:** Review minutes of previous meeting and send any edits to LM for updating.
2. **AH/CL/PH:** Chase the cricket club treasurer for an update on the loan and bank details.
3. **AH:** Send a thank-you letter for the donation towards the new chairs.
4. **AH:** Secure installation of smart meter to better manage energy bills.
5. **ABJ:** Circulate risk assessment examples/provide to KR to share with hirers.
6. **PH/CL:** Cricket club rep to send any additions to the maintenance and repair list to NS.
7. **NS:** Produce division of responsibilities list to cover all the activities that fall under premises management.
8. **SH:** Share the list of COVID-19 rules for events with DM to go in the Pelham Hall newsletters as a reminder.
9. **ABJ/DM/GT:** Agree a plan by correspondence on heating, with ABJ to consider the risk side.
10. **LM:** Add weddings to the agenda for the next meeting.
11. **AH/DM/NS:** AH/DM to draw up questions for legal advice on the governing document, NS to share these with her sister in law.
12. **AH:** Investigate Dropbox as a tool for resilience/management of committee files.
13. **ABJ:** Arrange appropriate key access for relevant committee members.
14. **NS:** identify a solution to resignation of chief bar organizer.
15. **ABJ:** Commission Richie to cost up a ladder and access to the space on top of the bar area for storage.
16. **KR:** Discuss tennis club room reconfiguration with Rosie before returning to NS for further discussion.
17. **DM:** Organise new internet contract.