

Pelham Hall Committee Business Meeting

16th August 7.00pm at Pelham Hall

Attendees: Cameron Lee (CL), Steve Northedge (SN), Andy Henstridge (AH), Ian Bristow (IB), Sally Henley (SH), David May (DM), Nikki Scarr (NS) (Chair),

1. **Apologies for absence:** Sarah Haeffner (SHa), Geraint Thomas (GT), Adam Burt-Jones (AB-J), Tom Rigby (TR), Lance Rowell (LR), Karen Rollings (KR)

2. **Minutes of previous meeting**

2.1. **Accepted:**

3. **Declaration of conflicts of interest:** NONE

4. **Matters Arising**

4.1. **CL:** CL confirmed that the three showers in the away changing rooms require changing. **ACTION: NS**

4.2. **AH/NS** confirmed updated copies of minutes filed. **CLOSED**

4.3. **NS** to arrange environmental audit later in the year **ACTION: NS**

4.4. **AH** Hearing Loops: TUCC require a second quote **ACTION: AH**

4.5. **NS** Defibrillator funding is approved, PH will have to fund the purchase of the cabinet. **ACTION: NS**

4.6. **AH** Presentation detail provided at the meeting **CLOSED**

4.7. **NS** Dishwasher part obtained and being fitted 23rd August **CLOSED**

4.8. **IB** One heater in main hall has no power. Access to the cabinet is a challenge and potentially costly to resolve. IB to contact LR who has the knowledge to determine what needs to be done to dismantle the housing. In parallel IB to obtain a quote to provide power to the heater **ACTION: IB**

4.9. **IB** Quote obtained for Fire Box relocation. IB to authorise work **ACTION: IB**

4.10. **TR** to investigate additional cameras for the Hall. It was agreed to obtain a security overview to obtain recommendations **ACTION: IB/SN**

4.11. **AB-J** to consider long term storage as part of long term plan, ongoing. **ACTION: AB-J**

4.12. **DM** to have meeting re mentoring Raglan Village Hall action ongoing **ACTION: DM**

4.13. **NS** business meeting time/day action **CLOSED**

4.14. **DM** to put piece in newsletter to encourage bar volunteers. **ACTION: DM**

4.15 **NS** increasing Hall usage , covered in Section 7

4.16 Prior to obtaining a Skip it was agreed that a full inventory would be completed

ACTION: SH/AH/DM

5. **Treasurer's report (AH)**

TREASURER'S REPORT 1st April 2022-16th August 2022

Total Income: £11,657.53

Total Expenses: £8,802.86

Bank: £22,142.91

Floats: £441.20

TUCC Grants

1. Domestic Rates - £856.00 - applied for
2. Utility Bills - £500.00 - applied for
3. Hear Loops - TUCC require 2nd quote- awaiting quote from Brecongate Building Solutions.

Loans

Cricket Club

Outstanding Balance £3,387

Plan to offer £350 rent and repay £650

Tennis Club

Outstanding Balance £4,059

Plan to offset £700 rent and repay £300

This should reduce outstanding loans to £5446

We may also pay £3059 to Tennis Club this year if proposed building work commences.

AI Dance

Now completely up to date with payments totaling £2,296.14 received (6 payments)

Events

Kepow

Ticket income £320 - £24.96 = £295.04 net

Nights Out Fee £300. Bar takings that night = £153.25

Quiz Night

Bar takings £383.5

General Notes

1. Annual Accounts are ready for signing and then to be filed with the Charity Commission.
2. Signatories for Bank Account
3. Bar Float paperwork
4. £222 donated to The Bridges Centre, Monmouth

Battery Storage Presentation

Cost range for a typical Battery for Solar PV between £5k to £9k depending on manufacture and kWh capacity. Further clarity on the payback period required to determine an accurate ROI

- 5.1 AH has written to CC and TC treasurer regarding outstanding loan repayment.
- 5.2 Status of TC building plan for tennis viewing area to be clarified **ACTION: NS**
- 5.3 Further data collection required to produce an accurate time of day based electricity consumption. **ACTION: AH**

6. The Plan (NS)

The plan was described as follows.

- Step 1
 - Evaluate our strengths and weaknesses, to determine what additional areas we need to work on.
- Step 2
 - How do we measure the hall's success ? As a mechanism to determine our key metrics
- Step 3
 - How are we doing at the moment ? – Taking into account Step 1 and Step 2
- Step 4
 - What are our priorities ?

- Step 5
 - Agree a plan (which could be as simple as keep doing what we are doing!)

For this meeting we discussed the list below and ascertained the areas where we felt we were weak.

The Community Hall should have:

- Governance and leadership
- Strategy and business planning
- Understanding community needs
- Management and development of paid staff and volunteers
- Financial management
- Hall and activity management
- External communications
- Partnership working
- Monitoring and evaluation

Our main weaknesses were deemed to be around Volunteers. There is a concern around our reliance on a small number of volunteers and the difficulty of getting paid staff for events such as the Moroccan meal. It was noted that they're a significant number of volunteers for the Jubilee . It was agreed to return to this topic at the next meeting.

Other areas of weakness were identified as :

Understanding community needs – need to re-evaluate the old survey and look what we can learn from it and decide if new one is required. Action NS to progress,

Strategy and Business Planning, First step is to identify what we consider success looks like and how we measure it. This will be done at the next meeting.

Areas for considerations are:

- Financial position – Revenue? Profit?
- Hall Utilisation (Measurement – Room Bookings?)
- Community Involvement
 - Events (number of people attending)
 - Volunteers
 - Partnerships
 - Serving the diverse needs of the community?
 - Q – Do we understand our community need ?

- Improvements to the Hall
- What else?

Monitoring and Evaluation

We need to evaluate lessons learnt at each event. This has been done for Jubilee , initial view regarding Engagement Party is that we should look at tightening up on the Booking , expectations set and paperwork. This also overlaps with Hall and Activity Management which requires focus
Action: NS/SH

Strengths were identified as **Financial Management. Governance and Leadership** deemed to be OK.

External communications and Partnerships to be visited at a later stage

7. Maintenance

Discussion required re NS/SH/IB regarding how the split of responsibilities are working and any changes required.
Action: NS/SH/IB

8. Increasing Hall usage

Discussion on how to increase the Halls usage took place. In particular what would the cricket club require to use the Hall bar facilities going forward. CL to discuss the suggestion with the CC and return with a proposal
ACTION: CL

The Events committee had made a number of suggestions regarding changes that may improve the usage of the hall. These are:

Updating carpets and flooring

Replace or re- upholster bar chairs and renew tables, maybe with some tall ones that people could stand at

Sofas in bar area with castors to make moving easy

Rationalise available storage space

Tidy and re- model foyer and outer space

Replace curtains where in situ and clean/ replace blinds in bar

Room dividing screens in bar area or freestanding screens to create cosier feel

Bluetooth speaker to control music remotely from behind bar

It was decided as a first step to do a significant clean out. It was agreed that NS, AH, DM and SH should meet to progress this. **ACTION: NS, AH, DM and SH**

9. Long term vision for the Hall

Postponed until next meeting

10. Governing Docs

- 8.1 DM and AH to reach agreement on current draft document **ACTION: AH/DM**
- 8.2 Draft document to be forwarded to Gareth Kiddie when the draft document is in a 'working state' for feedback **ACTION: NS**
- 8.3 Completed document to be uploaded gov.com website **ACTION: AH**

11. Winter months support (IB)

IB presented a suggestion from a neighbour that PH may look at offering a 'warm environment' for locals who may be impacted by the rise in energy prices. IB to contact neighbour for specific suggestions that could be discussed. **ACTION: IB**

AOB

Events Update

Challenges with hiring out the Hall to external people was discussed. It was agreed that currently the task is too complex to be handled with the current staffing levels. For the time being it was agreed to increase the focus on 'internal events' that have been popular previously, Quiz night, F&C on a Thursday and Film night.

AH asked that Bar staff complete all columns of the Bar Float paperwork in future.

The Moroccan meal event was discussed. Ticket sales are low currently and take up needs to be determined for the event to be secured.

14. Date of next meeting: 19:00 on 11th October 2022.