

Pelham Hall Committee Business Meeting
22nd November 7.00pm at Pelham Hall

Attendees: Nikki Scarr (NS) (Chai). Sarah Haeffner (SHa), Steve Northedge (SN), Andy Henstridge (AH), Ian Bristow (IB), Sally Henley (SH), David May (DM), Lance Rowell (LR)

1. **Apologies for absence:** Geraint Thomas (GT) (Chair), Cameron Lee (CL), Adam Burt-Jones (AB-J), Karen Rollings (KR), Tom Rigby (TR)
2. **Minutes of previous meeting**
 - 2.1. **Accepted:** (SHa), (SH)
 - 2.2. **Agreement to make public:** (SHa), (SH)

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

4. **Matters Arising**

- 4.4 Hearing Loops - ongoing. There is a legal requirement to have them. NS to contact 'Halls Together' to ask advice on how they dealt with this. **ACTION: NS**
- 4.5 Defibrillator funding approved. TUCC to be responsible for ongoing maintenance. Case plus install circa £600. NS to chase TUCC on decision to fund case/install **ACTION: NS**
- 4.7 Dishwasher item, to be discussed in Maintenance **ACTION CLOSED**
- 4.10 1 of 2 additional security cameras now installed. Power required on downstairs unit **ACTION: TR**

Actions Closed 4.1/2/3/6/8/9/11/12/13/14 Closed in previous meeting 111022

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

TREASURER'S REPORT 1st April 2022-22nd November 2022

Total Income:	£25,428.32
Total Expenses:	£19,721.00
Bank:	£23,859.42
Floats:	£292.00

TUCC Grants

1. Domestic Rates - £856.00 - applied for
2. Utility Bills - £500.00 - applied for
3. Hear Loops - Looking at new option.

Loans

Cricket Club

Outstanding Balance £2,387

Tennis Club

Outstanding Balance £2,443.44

Offset £615.36 Ket Cards

Total Outstanding loans to £4830.44

Events

Beer Festival

Income

Entrance Fees	£351.11
Bar	£1021.45
Bar Snacks	£90.00 Profit (estimate)

Expenses

Beer	£387.80 + £155 (estimate)
Bar Food	£90.00 (estimate)
Band	£75.00
Bar Stock	£119 based on 40% profit
Ticket Source	£28.72

Profit £607.00

General Notes

1. Annual Accounts are ready for signing and then to be filed with the Charity Commission.
2. Signatories for Bank Account
3. Busy 6 weeks generating £6k in income for the Hall
4. Reconciliation of Key Cards for Tennis Club completed additional 32 cards total now 615.
General concern that cost of cards i has increased.

5. Cash takings vs Card usage increased which adds to Admin overhead. Bar staff to be asked to request Card payment where possible.
6. NS to write to the Car Show organisers thanking them for their efforts. **ACTION: NS**

6. Premises Report (SH, IB)

6.1 Maintenance sub committee to be created (NS/IB and SH) to facilitate faster low level cost decisions. **ACTION: NS**

Fire Risk assessment: Fire Drill completed and documented- 211022.

Hall Hire T&C's to be checked to ensure that Fire Drill Procedure is up to date **ACTION: NS**
Existing fire control panel moved on 28/10/22 from kitchen to foyer. **ACTION: CLOSED**

Fire Risk Assessment:

Fire Assessment Risk document cascaded to committee members for review with these minutes.

ACTION: CLOSED

Wall Heater: issue with wall heater not working, now resolved in main hall. **ACTION: CLOSED**

Additional Fire extinguisher required by Ladies Changing Rooms approved at meeting
ACTION: IB

Furniture/Carpet cleaning: work set to commence November 26 for 2-3 days

7. Events (SH)

Spring Program for Film Night being investigated by Events Team.

Thursday F&C night seemed to be well supported and on the increase.

Good feedback from the Beer Festival with 'new' people attending the event.

'Happy Dumplings' as at the Hall on the Sunday of the Beer festival and feedback was positive.

Trial arranged for them to offer Takeaway service 2 Saturdays each month.

World Cup attendance low 2-4 people per game.

December 22nd Christmas event confirmed. Church raffle and Carol singing arranged. It was agreed to provide free nibbles and 1 free drink to all.

8. Governing Documents

AH to complete document agree and submit to the Charity Commission **ACTION: AH**

9. Future of Hall

Hall Usage Survey: It was agreed that we should redo the surveying early 2023 following which

the Committee would review the proposed survey and look to distribute. AB-J has agreed to create the proposed survey with a small sub group of people by Dec

ACTION AB-J

Hall Long Term Usage: AB-J to arrange a sub group to progress this item.

ACTION:AB-J

Hall Short Term:It was agreed that there are some short term 'no brainers' that we need to progress. Looking at the feedback from the points raised by the Events Team (at the events meeting) the following points require further investigation/costing

1. Upgrading carpets/Flooring in the Hall
2. Re-model Entrance specifically the flooring as a priority - move to tiles possibly?
3. Lighten the overall feeling of certain areas - 'reduce the brown' entrance and other areas.
4. Tidy 'enhance the Front Entrance - first impressions.
5. Hall Sign to be fixed/replaced.

Short Term improvements

ACTION NS/IB/SH

10. Electric Car Charging Station

A High Charing Rate Car Charging Unit at the Hall was discussed. AH took the action to provide a feasibility report at the next meeting

ACTION: AH

11.Cycle Repair Station

In light of additional information (an APP is available pinpointing whereabouts), it was agreed to revisit the topic and to check if the Bush Inn would be a better location? **ACTION: NS**

12. AOB

Charity Commission Web site Admin

It was agreed that SN, as Secretary, would take over the role of updating the Charity Commission web site and update Trustee information and accounts/minutes etc.

ACTION: SN

Energy Costs:

The Halls current electricity fixed rate is due to expire in 2023. Current estimates from energy providers are that the future cost is likely to be three times the current tariff. AH to investigate best options available.

ACTION: AH

Summary of actions:

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