

Pelham Hall Management Committee Meeting

Monday 29th November 2021 at Pelham Hall

6:30 pm

DRAFT MINUTES

Attendees: Sarah Haeffner (SH), Lance Rowell (LR), Andy Henstridge (AH), Ian Bristow (IB), Sally Henley (SH), Tom Rigby (TR), Nikki Scarr(NS) (Chair)

1. **Apologies for absence:** Geraint Thomas (GT), Karen Rollings (KR), Louise MacMarron (LR), David May (DM), Anne May (AM), Adam Burt-Jones (ABJ)
2. **Minutes of previous meeting** (previously sent with draft agenda)
 - 2.1. **Acceptance:** Agreed but with two amendments – add Louse MacMarron to the attendees and change 2.3.1 to read ‘Cricket Club representative has chased up today with the cricket club’s new Treasurer instead of ‘AH has chased up today with the cricket club’s new Treasurer’.
 - 2.2. **Agreement to make public** following two amendments: Agreed (proposed SH, seconded IB)
 - 2.3. **Actions and matters arising not on the agenda:**
 1. **All:** Review minutes of previous meeting and send any edits to LM for updating.- Complete
 2. **CL/PH:** Ask the cricket club treasurer for an update on the bank details. Complete
 3. **AH** Send a thank-you letter for the donation towards the new chairs. Complete – (sent by A-BJ)
 4. **AH:** Have verified that we are eligible for Smart Meter – See Agenda Item 4– Treasurer’s Report
 5. **ABJ:** Circulate risk assessment examples/provide to KR to share with hirers –. see Agenda Item 5– Hall Opening
 6. **PH/CL:** Cricket club rep to send any additions to the maintenance and repair list to NS. Outstanding – See agenda item 6- Premises Management.
 7. **NS:** Produce division of responsibilities list to cover all the activities that fall under premises management.- See agenda item 6- Premises Management. **Outstanding**
 8. **SH:** Share the list of COVID-19 rules for events with DM to go in the Pelham Hall newsletters as a reminder. Complete
 9. **ABJ/DM/GT:** Agree a plan by correspondence on heating, with ABJ to consider the risk side. – See Agenda item 5
 10. **LM:** Add weddings to the agenda for the next meeting- See Agenda Item 11
 11. **AH/DM/NS:** AH/DM to draw up questions for legal advice on the governing document, Received. See Agenda Item 11
 12. **AH:** Investigate Dropbox as a tool for resilience/management of committee files. Complete See Agenda item 10
 13. **ABJ:** Arrange appropriate key access for relevant committee members.- Complete - Keys organized by Jan Harray and SH
 14. **NS:** identify a solution to resignation of chief bar organizer – covered in Agenda item 8 – Events - Complete
 15. **ABJ:** Commission Richie to cost up a ladder and access to the space on top of the bar area for storage. **Outstanding .**
 16. **KR:** Discuss tennis club room reconfiguration with Rosie before returning to NS for further discussion. **Outstanding .**
 17. **DM:** Organise new internet contract. Complete.

3. **Declaration of conflicts of interest:** None declared

4. **Treasurer's Report**

Figures reported: Total Income £10,720.45 Total Expenses £10,627.89 Bank £18,897.92 Floats £788.30 + £100.

Income – A1 Dance paid £2,139.54 and up to date. Solar Panels £274.58 , £749.58 so far this year, Bar Takings , £1606.97. The bar figure is gross,.(profit approx. 45%), slightly down on last year

Expenses – Loan Payments: To Cricket Club £700, To Tennis Club £700 + key Cards £123.60. Outstanding amount owing re loans is £7,446. Same policy will be retained re paying off the loan to the Cricket and Tennis in installments on an annual basis. Work to the hall had been completing the exterior painting (£1,315) and Remedial work required for the 5 year Electrical inspection (£733.74) There is bar stock to the value of £1,152.

The value in the bank is similar to last meeting £18,897.72 (was £18,974). The value in floats is £888.30 up from £629.60 previously. Hence slight improved overall position.

AH will be following up the installation of a Smart Meter to help us manage our bills from the Power Company (Action: AH)

Our accounts have been returned and will be uploaded to the Charity Commission.

AH to send copy of accounts to Committee members (Action: AH)

5. **Hall Opening (ABJ)**

The hall is open and usage is generally increasing. For internal events there are signs in the entrance encouraging people to sanitize, wear masks and keep socially distanced. There are signs at the bar that there should no more than three people at the bar. The challenge is mask wearing as most events have food and drink.

Outside hirers are generally finding the use of Risk assessments difficult. Whilst understanding that the hirers need to think through the risks , the hirers and would benefit from a template and examples. ABJ to circulate risk assessment examples and provide to KR to share with hirers. (Action ABJ)

We had a visit from the Health and Safety consultant from GAVO who reported back with recommendations. NS to clarify position regarding external fire doors with GAVO and regulations around NHS Covid Pass. (Action: NS)

There were two suggestions to improve protection from COVID. Firstly putting screen across the bar and secondly insisting on a lateral flow test prior to drinking in the bar on a Thursday night. The Welsh COVID regulations will be reviewed in a regular basis and decisions made in line with them {Action: NS) Cost of installing screen across to be reviewed (Action: SH)

The heating was also discussed and the issues with the fact that the main heater in the main bar cannot be used when people are in the bar due to the issues of using fan heaters, such as those we have in the hall, have been linked to spreading COVID-19 . The fan heaters can be controlled remotely via an app , so can be put on prior to an event. There are wall heaters but they do not produce much heat. It was suggested that these could be controlled via Smart Plugs to enable them to be turned on earlier. NS to discuss with ABJ best heating solution and changes required (Action: NS/ABJ)

6. Premises Report (JH/NS)

Security and Cleaning

The rubbish and recycling is an issue. Currently an individual has to take the rubbish and recycling home. It was agreed to investigate whether these could be picked up by Monmouthshire Council and how much it would cost. SH to investigate (Action SH)

Regulatory

PAT equipment testing has been completed, but we are awaiting stickers to be placed on some of the equipment (as they ran out during testing).

5-year electrical inspection is completed and remedial work has taken place. Following an emergency lighting test, it is noted that a couple of signs are not working/illuminating - IB will liaise with electrical contractor to arrange replacements. All other emergency lighting was still working after 2 hours.

Chairs had been stacked outside on veranda at lounge/bar area fire door, partially blocking access/exit. IB has removed blockage, as fire exits should be kept free at all times. NS to advise cricket club (via CL) that they should not do this as fire hazard (Action: NS)

Maintenance

Work undertaken

Mike Carragher has completed exterior painting and invoiced for his work.

Richie relaced the pump on the septic tank which was rotted through. He also cleaned the piped to the Sceptic Tank completed the repairs to the Gents Lavatories.

Work Outstanding

A hole in the fascia of the front porch needs to be reviewed and a volunteer found to trim around the hall. (Action: NS)

Find someone to mend dishwasher (Action: NS)

Management

NS to publish division of responsibilities list to cover all the activities that fall under premises management. (Action: NS)

7. Events

15 people are now trained to do the bar. Brigitte Northedge has been appointed Bar Manager.

Bar with Fish and Chip nights has been running well , attendance is encouraging. Ben not doing Fish and Chips over Christmas. Whether the bar is opened on 16th December and 23rd December will depend on the state of COVID.

8. Wye Valley Villages Plan (DM)

The discussion on this was postponed to the next meeting on February 7th.

9. Governing Documents (AH)

AH and DM have worked on a revised document. Requires validation from a solicitor. There is an outstanding query regarding the definition of Membership and who qualifies for example could be electoral roll plus members of associated clubs (e.g., Tennis, Bowls or cricket). Action: NS to obtain legal advice.

10. Resilience (AH)

AH has shared link to Dropbox with a few members of the committee to test the functionality and security of the solution. Action: Feedback back results of test to AH.

11. Halls Together Project (NS)

The purpose of the project is to share information across the Village Halls and Community Centres, with a view to assisting their development. It is a Monmouthshire funded project. A website is being set up with information regarding the halls and sources of useful information. Training is being provided in a number of areas such as Engaging with the Community, Carbon Literacy and Social Media Training which will be publicised to all members of the Pelham Hall Committee. They are free.

12. Hall Usage (including Weddings)

This was postponed to the next meeting

13. AOB and Date of Next Meeting

De-Fibrulator. The application has been made to Save a Life - Wales NHS. The grant will provide funding for the de-fibrulator but we will need to purchase cabinet (£400?). LR had advised that Catbrook has been through the process if advice is required.

Security

There is an issue that the front door is not being closed. For example, Tennis members using the Ladies at the front of the building may not close the door on their way out. NS to inform tennis club via Rosie that all members should use the tennis club entrance for access to the toilets. Action NS

CCTV

We could use CCTV to enable us to view the property remotely. TR to investigate purchase and use of CCTV (Action: TR)

Data of Next Meeting

Monday February 7th

Annex: Action List

1. **AH** to follow up the installation of a Smart Meter to help us manage our bills from the Power Company
2. **AH** to send copy of accounts to Committee members (Action: AH)
3. **ABJ** to circulate risk assessment examples and provide to KR to share with hirers.
4. **NS** to clarify position regarding external fire doors with GAVO and regulations around NHS Covid Pass.
5. **NS** The Welsh COVID regulations will be reviewed in a regular basis and decisions made in line with them regarding hall opening.
6. **SH** Cost of installing screen in bar to be reviewed
7. **NS** to discuss with ABJ best heating solution and changes required
8. **SH** to investigate whether these could be picked up by Monmouthshire Council and how much it would cost
9. **NS** to advise Cricket Club via CL that Chairs must not be stacked outside on veranda at lounge/bar area fire door
10. **CL** to advise NS of any outstanding issues that Cricket club required fixing
11. **KR** to discuss rotten windows further with Rose Adams and the tennis club if they wish to change the windows as part of changes to the Tennis Club room.
12. **NS** A hole in the fascia of the front porch needs to be reviewed and a volunteer found to trim around the hall.
13. **NS** To find someone to mend dishwasher
14. **NS** To obtain legal advice re governing documents
15. **All** Feedback test results re dropbox if requested to share dropbox,
16. **.NS** to inform tennis club via Rosie that all members should use the tennis club entrance for access to the toilets
17. **TR** to investigate purchase of CCTV to enable us to view the property remotely