

Minutes of Pelham Hall Committee Meeting – 6th October 2014

Present:

David May (Chairman) Ann Oakeley, Maggie Tudgay, Cindy Holton, Roger Forbes

Five of the ten Trustees were present, so the meeting was quorate.

1. Apologies

Ros Robertson, Anne May, Adam Burt-Jones, Ruth Bastow, Sarah Haeffner, Mary Wakeling

2. Minutes of previous meeting

1. Acceptance - accepted as correct.

DM proposed that the minutes be published on the open section of the website unless anyone had any objections. There were none. DM then proposed that every subsequent set of minutes would be similarly published, subject to vetting by the committee beforehand.

2. Action list

All actions completed with the exception of two related to the Social Club, which are carried forward

3. Matters arising not on the agenda – none

3. Declaration of conflicts of interest

None

4. Governance Document Finalisation

The queries which arose from the draft document tabled at the last meeting have been answered by John Howells and a revised version was circulated to all on September 11th. No further amendments were proposed so the document was signed by the five Trustees present. DM will endeavour to obtain the remaining signatures before the next meeting before uploading the document to the Charities Commission website. **[ACTION: DM]**

5. Treasurer's Report

AM's report explained that income for September was £200 below the outgoings and that, since April this year, our overall deficit is £918.95. The bank balance at the end of September was £7953.33, rather below comfort level.

AM wrote that maintenance costs were rising and that hire charges had not been increased for two years to reflect the change in inflation. The committee agreed to adopt her proposed new charges, to take effect from January 2015, as shown in the table below:-

		set Nov 2012	agreed for Jan 2015
Hire of main Hall	per hour	£12.00	£13.00
Individuals for parties Non Profit making	per hour	£7.00	£8.00
Hire bar area upstairs - No Bar	per hour	£7.00	£8.00
Hire upstairs bar area - with Bar	per hour	£15.00	£17.00
Hire upstairs meeting room	per hour	£5.00	£6.00
Hire of kitchen	per hour	£2.50	£3.00
Commercial use	by negotiation		
Hire of Projector and screen	by negotiation		
Hire of Table (with £100 deposit returnable if no loss/damage caused)	£ 2 each	£2.00	£2.00
Hire of Chairs (with £100 deposit, returnable if no loss/damage caused)	£ 1 each	£1.00	£1.00
DEPOSIT (on large functions) returnable if no damage caused	£150	£150.00	£180.00

6. Committee sub groups

(a) Events Committee report

- Harvest Supper was very successful and the auction raised about £420. Full accounts are still being computed. Need to appoint next year's organisers sooner rather than later. Format of no entertainer worked well.
[ACTION: EC]
- A calendar for major events for the next twelve months (starting Jan 2015) needs drawing up soon.
[ACTION: EC]
- Film Night – DM, RF and CH to meet to discuss the way forward **[ACTION: DM/CH/RF]**
- History Society – informal beginnings with meetings planned for the third Thursday of each month at 7.30 pm. Needs someone to co-ordinate the programme
[ACTION: EC]

(b) Buildings Committee report

Items that have been completed this month are:

- Ladies loo lights new bulbs fitted
- Corridor lights fixed downstairs there is still an intermittent fault which blows the main fuse.
- Ladies loo seats, one upstairs, one downstairs fixed
- Killed Ash tree by beer cellar
- Cleaned, unblocked and fixed gutters
- Patched up downpipe
- Oiled gents door
- Taken Ivy off the wall by side door
- Fitted baby changing unit
- Put mastic around kitchen worktop

Things to do this month:

- Clean first floor windows externally
- Clean bar carpet
- Repair door into changing rooms
- Check heaters in main hall
- Repair table tennis table
- Complete a health and safety check/month register

(c) Social Committee Report

Deferred until the next meeting

[ACTION: RB/AB-J]

7. Date of next meeting

Monday Dec 1st

8. AOB

Adam Burt-Jones has agreed to take on the TUCC representation role.