

Minutes of Pelham Hall Committee Meeting – 1st December 2014

Present:

David May (Chairman), Mary Wakeling, Annie Oakley, Maggie Tudgay, Roger Forbes, Sarah Haeffner, Cindy Holton, Anne May (Treasurer) and Ruth Bastow; Anne May took the minutes

1. Apologies

Ros Robertson (Secretary), Adam Burtt-Jones

2. Minutes of previous meeting, 6th October 2014

1. The Minutes were accepted as an accurate report of the meeting. It was agreed the minutes can be put online so long as Action 2.7 is removed from the minutes as this has not yet been sorted.

2. Action list:

- If there is a children's event, there needs to be an appropriately qualified person present (disclosure & barring). Private hire: does this count? R and A will find out. - still pending. AM offered to help RB if necessary to clarify point. **[ACTION: RB/AM]**

- A lot of equipment from the bar is in the cellar. Adam wondered if we could use it. Social club to look at it. Dick Hartley may know more about this. **[ACTION: A B-J]**

- Governance document

DM needs one final signature before uploading the document to the Charities Commission website. **[ACTION: DM]**

Events Committee report:

- Harvest Supper : Need to appoint next year's organisers sooner rather than later – still pending. Will be discussed in Events Committee meeting in Jan. **[ACTION: EC]**
- A calendar for major events for the next twelve months (starting Jan 2015) needs drawing up soon. Will be discussed in Events Committee meeting in Jan. **[ACTION: EC]**
- 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 – no volunteers have come forward. **[ACTION: EC]**

3. Matters arising not on the agenda

none

3. Declaration of Conflicts of Interest

none declared.

4. Treasurer's Report

TREASURER'S REPORT – 28th November 2014

OUTGOINGS		INCOME	
APRIL	£ 1,149.88	APRIL	£ 605.00
MAY	£ 984.56	MAY	£ 1,039.27
JUNE	£ 2,591.14	JUNE	£ 434.76
JULY	£ 240.04	JULY	£ 655.00
AUGUST	£ 795.18	AUGUST	£ 2,147.65
SEPTEMBER	£ 650.55	SEPTEMBER	£ 450.20
OCTOBER	£ 579.51	OCTOBER	£ 1,714.35
NOVEMBER	£ 176.94	NOVEMBER	£ 177.57
DECEMBER		DECEMBER	
JANUARY		JANUARY	
FEBRUARY		FEBRUARY	
MARCH		MARCH	
TOTAL	£ 7,167.80	TOTAL	£ 7,223.80

INCOME OUTSTANDING ON 28/11/14

£68.17 (A1 Dance Academy, Monmouth Aid, Babington AGM)

£????? (Pelham Hall Social Club)

BANK BALANCE:

28th November 2014: **£8,959.90** (does not include Yoga cash payment of £48.90, paid on 28/11/14, to be banked on 1/12/14)

5. Tennis Club Matters

Report on recent meeting between DM, AM, Rosie Adams, Sue Dean and Chris Jones (Nov 21st):

- Background to the relationship between PH, the Tennis Club and Moorcroft House was clarified.
- TC Representation on PH Management Committee
 - 3.1 “the officers and other members of the Committee shall be the Trustees of the Charity”
 - No TC member willing to be a Trustee
 - TC proposes they nominate an observer instead with no voting powers

The meeting agreed that, although not ideal, an observer from the Tennis Club would be accepted.

The following letter from Sue Dean was then discussed:

The tennis club occasionally have a meal after club sessions. There are 5 such events on a Thursday evening during the summer months and a couple of charity lunches throughout the year, usually a Sunday. We never know how many people are coming and how many are staying for a meal until the actual day. If the number is around 10 we set up tables in our club room, if it is more historically we have been able set up tables in the bar area or committee room, our club room is just too small. If weather permits we sometimes set up outside.

Please will the committee confirm we can continue using the bar area and/or the committee room, should they be free, for over spill if required?

TC may use committee room or bar, but they must check with the booking person that one of them is available. May only have their own alcohol in their own room, not in bar or committee room as the terms of the PH licence forbid this.

Other comments: it should be pointed out that if the Tennis Club wish to use the hall and the table tennis tables, they must book them with the Social Committee and pay the requisite hire charge.

[ACTION: DJM TO Draft a letter to Tennis Club]

6. Committee sub groups

1. Events Committee update

The **Thursday Social Nights** have now been running 6 months and although numbers are lower than we would like, we are taking an average of £50 per night (*this goes to the Bar – not all profit*). The committee recommended that this trial be extended for a further 6 months.

Wednesday coffee mornings (3rd Wednesday of the month) also have a small following, but hopefully after some more advertising numbers will pick up. We have started selling bacon butties too! We take approximately £40 each time. (*this is profit for the hall as food has been normally donated*). On Dec 17th we are having a Christmas Special. Festive food and the option to have special hot chocolate!

The **History Society** has held three meetings, we are hoping to formalise things in the new Year and have talks, visits and do field work.

The **Narth Singers** are having another festive performance on 18th December – all welcome. There is a private party and a fundraising event “Burns Night” for Art in Penallt on 24th January – watch out for tickets, so our events will be starting in February. There will be a meeting to sort events for the rest of the year shortly.

We are in the process of ordering films for **film nights**.

(comments in italics added during the meeting by Cindy).

Narth Singers concert – Thursday 18th December – the following points raised by the Narth Singers were confirmed:

The hall rental was confirmed as £30 for each night, making £90 in total for the nights of 10th, 17th and 18th December.

The bar will be open for the evening and the performers will have access to a separate room for securing personal belongings

The £200 PH proposed charging for the mulled wine was regarded as high and the Narth Singers suggested they buy the wine, orange juice and stollen instead and for members of the PH committee and/or other helpers to heat it up and pour in to glasses ready for choir members to hand around to the audience in the interval - if this can be agreed then the Narth Singers will be happy to make a donation to village hall funds. Those who don't wish to partake of the wine can buy a drink from the bar.

However it is a condition of the licence that if they purchase the wine, they have to pay corkage (£5 per bottle)

With regard to the bar, yes, it will be open. However, all temporary licences are used up so it cannot be open to public, members and their guests (remind that some signed up last year as members) so some will have to sign in as members and purchase for others.

It was also confirmed that PH would put out the tables and chairs in the bar area. **[ACTION: Cindy]**

David will contact the North Singers with the above decisions.

[ACTION: DM]

Social night will have to be cancelled for 18th Dec.

Also, Creative Mindz is holding a Day of Activity at Pelham Hall on 13th Dec.

2. Buildings Committee update

The fault with the lights in the corridor has been investigated by an electrician Paul King (recommendation from Alastair Robertson). They also completed a test on the emergency lighting and investigated the heating in the main hall, at a cost of £80 awaiting invoice.

The investigations showed that the outside emergency light downstairs was full of water so was disconnected from the circuit, the corridor lights have not tripped since.

Paul has supplied us with a quote to replace all 16 emergency lights, they all failed the test on battery life. Paul supplied us with a quote to replace 16 emergency lights for £655 including the broken halogen bulb in the main hall. That is approximately £40/fitting.

Roger asked for approval from the committee for this work to be done. It was agreed it should go ahead a.s.a.p. Roger to contact Paul King.

[ACTION: RF]

Ritchie has fixed some chicken wire to the new decking laid by the tennis club entrance, this is following a request from Sue Dean saying it was very slippery, and on investigation she was 100% correct.

Ritchie has also repaired the legs on the table tennis table.

3. Social committee:

Ruth and Adam have now got access to the Social Committee bank account (after a few months delay by the bank).

Roger Forbes has agreed to be listed as Secretary of the Social Committee.

The Report can now be sent to the FCA.

When that has been processed, the amount payable to the Pelham Hall Committee will be transferred. This will happen before the end of the current financial year.

The only task remaining to Ruth and Adam is the writing up of the Rules of the Social Club.

[ACTION: RB/A B-J]

7. Next meeting

Mon Feb 2nd 2015

8. AOB:

Nick Cadman is offering to come on to the committee. He has dealt with grants etc. David will contact him.

[ACTION: DM]

Mary Wakeling confirmed her membership of the Committee by signing the Trustee form.