

DRAFT

MINUTES OF THE PELHAM HALL MANAGEMENT COMMITTEE

Monday June 15th 2015

PRESENT: David May (Chairman), Anne May (Treasurer), Ros Robertson (Secretary), Sarah Haeffner, ,
Cindy Holton, John Bradley, Adam Burt –Jones. Annie Oakeley.

1. Apologies for absence

Maggie Tudgay, Ruth Bastow, Mary Wakeling, Roger Forbes, Sue Dean.

2. Approval of minutes from previous meeting held on Monday 11th May 2015

Minutes of May 11th 2015 accepted by all present, and agreed to make public

Action from April: - Some actions to be held over until next meeting, as some members absent and unable to report.

Actions from April.

- a) Is a private party a 'children's event'. **RB to Action.** All present will think about what questions for Ruth to Ask. **Action: All**
- b) Bar Equipment in cellar: this equipment needs to be in daily use. The pipe lines between cellar and bar would be too long. It was agreed that the bar equipment could be sold. Maybe Andy at the Inn at Penallt or Peter Flowers or Pat Moriarty or Bryn Boycott might come to give us advice Action RF to talk to Andy as an initial move.
- c) Commercial Dishwasher: Grant possibility from MCC? Who would be applying? **Action CH**

Matters arising from Minutes

Dishwasher Purchase. The fund raising 'Washtub Lunches' that take place once a month and undertaken/organised by Gill Bouchier and Amanda Jack - Need greater take up if these are to continue...

3. Declaration of conflicts of interest - None.

4. Treasurer's Report

OUTGOINGS			INCOME		
	APRIL	£1,569.85		APRIL	£1,396.72
	MAY	£ 849.00		MAY	£3,188.59
	JUNE	£1,080.44		JUNE	£58.50
	JULY			JULY	
	AUGUST			AUGUST	
	SEPTEMBER			SEPTEMBER	
	OCTOBER			OCTOBER	
	NOVEMBER			NOVEMBER	
	DECEMBER			DECEMBER	
	JANUARY			JANUARY	
	FEBRUARY			FEBRUARY	
	MARCH			MARCH	
	TOTAL	£ 3,499.29		TOTAL	£ 4,643.81

Major Expenses included:

- Fire Extinguisher maintenance, including 2 new extinguishers for electrical fires
- Table coverings
- Hall maintenance and repair
- Auditing accounts
- Cinema for All
- Pest Control quarterly service
- Electrician for PAT resting, cooker installation, repair to glass washer and hostess trolley

BANK BALANCE, 14/06/2015: £10,397.99

*Donations RB to hand over to AM (Treasurer).

Financial Concerns

* Rental cost per 'Film for All' at Pelham Hall is £81.00. Need to look at taking advantage of seasonal themes to enhance and compliment other village activities and events such as Art in Penallt (24th – 27th September 2015)

* Need to define monthly running costs of Pelham Hall, this will assist setting out a Budget per annum.

* Look at changing Coffee Morning to Friday's to see if more village interest, and therefore increased revenue.

5.a Events Committee Report

Quiz night on Saturday 30th May was very successful. Raised £200 profit from tickets and approximately £150 at the bar.

Proposed Hog Roast and Barn Dance on 20th June cancelled as the Tennis Club is planning a BBQ.

Snowmen event on Fri 3rd & Sat 4th July – this is one of the hall's biggest fundraisers. There will be a band. No charge.

Joint BBQ with Art in Penallt on Saturday 18th July 12-3pm.

Next quiz night: originally planned for 5th September will now take place on 12th September. Curry/Asian food theme.

Film Night: The last 2 film nights have not drawn enough of an audience to cover the costs or make a profit. The cost of a film is £81. More publicity of any future film nights will be done via Facebook/Blackboards. **RF to Action** Supply a list of potential films to gauge what kinds of films would be popular and see what kind of audience these events would appeal to on an ongoing basis.

Advertising Blackboards to be put out before all future events. A Facebook page has been set up for the Hall to promote events.

Should Coffee Mornings be cancelled in the future, due to poor turnout? Evidence suggests that there is initial support for many events but interest then dies away for some. Next Coffee Morning would be promoted via Facebook to try and gauge likelihood of attendance and advertised on the Blackboards. The future of Coffee Mornings will then be decided upon.

5b. Building Committee Report

Pelham Hall Internal Maintenance.

John Contrell has provided a rough estimate for labour for painting areas of the Hall; approx total cost £2000.00 this does not include the paint. The breakdown is as follows (no ceilings have been priced).

John charges £100.00 per day for labour

- a) Bar 4/5 days
- b) Main Hall 2 days for end wall. Too much paint for block work and it's not recommended to paint the block works.
- c) Entrance area 2 days
- d) Upstairs corridor plus rooms 4 days
- e) Downstairs corridor plus toilets etc 4 days
- f) Back stairs 2 days
- g) Plus 2 days to stain doorframes and skirting throughout.

***NB Tennis Room not estimated for paint and/or time and need to discuss contribution .with Tennis Club.**

Action - ABJ to get cost of paint for interior of Pelham Hall from Handyman House Monmouth

5b Pelham Hall Security

Alarm quotation - Miaren Systems)

1. Intruder Alarm System £245.00 +VAT
 - a. Sensors fitted to store room door, store room, bar, cellar
 - b. Existing control unit moved to store room
 - c. Audible alarm fitted to outside
2. Optional Remote Communication Cost £280.00 +VAT.
 - a. Dials up to 9 telephone numbers and gives a pre-recorded message
Needs phone connection/mobile signal**Action - RF to look into the existence of a telephone point in Pelham Hall**
3. Access Control System Cost 145.00 +VAT
 - a) Anti-thrust plate + replacement door closer for main entrance.

NB. It would appear that an anti thrust plate needs to be fitted to the front door to enhance security - DM

Pelham Hall – General Building Maintenance

All non-fixed electrical items have been PAT tested. A replacement cooker has been fitted into the kitchen.

The glass washer and hostess trolley have both been repaired and are now back in place and working. PAT is in place.

Richard Bentley is still maintaining the general building and has this month fitted a timber fascia above the new cooker in the kitchen and sorted out the drain to the kitchen sink.

Roy Harding (window cleaner) is going to come and clean the windows inside and outside twice a year in return for having free use of the Hall when available for small family gatherings once or twice a year. This is a revival of an historic agreement.

Members present discussed the repaint of the Hall & were in agreement that it should go ahead.

Cost of double-glazed window replacements. RF to Action:

Dishwasher update:

4 washtub lunches have raised £513.75 – ca £1500.00 to go.

Discussion by Members present – Suggested match fund the cost of commercial dishwasher with Application to TUCC.

Continue 'Wash Tub Lunches', and encourage a greater number of Penallt residents to participate in this social interaction opportunity.

A possible remedy for some of the outstanding needs of Pelham Hall is to make applications to TUCC for funding for the following:

a) Commercial Dishwasher - essential to attract more functions and therefore income. A must at events that have a food focus. For example Harvest Supper'.

b) Hall redecoration, which is much needed and very evident. The presentation and overall look of the Hall is key to attracting more functions and in so doing increase the income stream and profile of the Hall for Family gatherings such as Weddings and Special Birthdays.

d) Security System to prevent anti social behaviour (burglary) at this crucial Village Facility.

Applying for Grants

JB to ACTION - Research possible grant streams. Seek advice from Vin Godier, Virginia Hartley, Alastair Robertson and Debbie Blackborough

. Social Committee Report (to be advised).

- 1. Tim McCord meetings**
- 2. Now have marked up copy of Rules**
- 3. Set up meeting shortly to progress Rules evolution – 4/5 to work on Rules.**

AOB.

' 100 Club' A proposal for creating a revenue stream for Pelham Hall maintenance and future acquisitions.

AM TO ACTION - Formulate the Rules and circulate to members for consultation

Date of Next Meeting Monday 7th September 2015 at Pelham Hall 7.00 pm

The meeting was declared closed at 8.07 pm.