

NOTES OF MEETING OF THE PELHAM HALL MANAGEMENT COMMITTEE

Monday 14th March 2016

PRESENT: David May Chairman, Anne May Treasurer, Ros Robertson Secretary, & John Bradley,

1. **Apologies for absence:** Ruth Bastow, Adam Burt-Jones, Sarah Haeffner, Roger Forbes, Maggie Tudgay.

Only 4 persons in attendance so the meeting was inquorate – hence these are “notes” rather than minutes.

2. Minutes from previous meeting

2a Minutes of 11th January 2016:

Minutes to be held over until next meeting.

2b Agreement to make Minutes public.

To be held over until next meeting

2c Action List From previous meeting on January 11th 2016

- Bar Equipment in cellar: **RF to Action** - ascertains scrap value, and organise disposal via Peter Flower.
- Windowsills top to be assessed **RF to Action. JB quotes for replacement. JB reported to those present that the sills appear to be sound.**
- Mice droppings apparent on the ground floor. Pest control would appear to be ineffective – **AM has actioned and** reviewed Pest Control contract
- Rat container with poison in bar area. – Pest control not effective - **AM has actioned and** reviewed Pest Control contract.
- First Aid Course – St Johns Ambulance **CH not present to report**

2d **Matters arising not on the agenda**

To be held over until next meeting

3. Declaration of conflicts of interest.

NONE

TREASURER'S REPORT

INCOME			EXPENDITURE		
APRIL	£	1,610.43	APRIL	£	1,568.89
MAY	£	3,187.79	MAY	£	849.00
JUNE	£	147.80	JUNE	£	2,434.59
JULY	£	1,561.84	JULY	£	516.18
AUGUST	£	2,336.48	AUGUST	£	218.08
SEPTEMBER	£	4,947.30	SEPTEMBER	£	2,867.53
OCTOBER	£	2,134.75	OCTOBER	£	2,716.69
NOVEMBER	£	1,263.11	NOVEMBER	£	1,605.41
DECEMBER	£	1,261.44	DECEMBER	£	1,036.62
JANUARY	£	1,032.00	JANUARY	£	909.67
FEBRUARY	£	1,913.40	FEBRUARY	£	2,246.02
MARCH	£	-	MARCH	£	-
TOTAL		£ 21,396.34	TOTAL		£ 16,968.67

MAJOR EXPENSES included: Hall Insurance;

Moviola and Richie Bentley's charges for maintenance; Fire extinguisher maintenance; premises licence application.

MAJOR INCOME: Tennis Club annual fee; WI annual fee; Art in Penallt Burns' Night fee.

BANK BALANCE, 29/2/16: £12,510.96

MAJOR EXPENSES TO COME: 5-year electricals check; fire alarm emergency lights maintenance.

INCOME DUE: Cricket Club fee – for discussion.

5a Events Committee Report

- We have had 2 events this year that have been organised by others
- Film nights: Feb: 31 present: Mar: 13 present this amounted to a small loss of £10.00.
- We have a couple of ideas for events for this year, and are waiting to hear back from potential entertainment to see their dates before other events are put in place.
- The group decided to have a meeting every third Thursday of the month, and only cancel when its not required.
- There will be a quiz to be arranged for Mid April.

5b. Building Committee Report

- Fire Extinguishers have been checked.
- **AM is liaising** with electricians regarding emergency lighting, smoke detection and the fire alarm system.
- Alastair Robertson is developing plans and obtaining quotes for a new kitchen from 3 contractors.
 - He has also met with building control that has confirmed the external kitchen door should be a fire door.
 - He is going for a robust stainless steel commercial fit out that will meet compliance requirements and has selected contractors that are familiar with installations in pubs and event venues in rural areas.
 - It had been recommended that we include a warming cabinet. A reconditioned cabinet has been provided by Peter Flower for £50.00 (Paid)

5c Social Club Report

Premises Licence officially granted on 4th March 2016

The Pelham Hall Management Committee was the applicant for the Premises licence.

Thus responsibility for the bar is now transferred from the Pelham Hall Social Club to we the trustees

- Delegate the following to a new bar committee
 - Reports to full committee
 - Stock purchase
 - Keeping records
 - Training bar volunteers
 - Bar rota etc.
 - Bar price lists for display in crystal stands at both ends of the bar **DM has Actioned.**
- **Dissolution of Social Club**
- **DISSOLUTION:** The club may at any time be dissolved by the consent of three-fourths of the members, testified by their signatures to an instrument of dissolution, in the form provided by the Treasury Regulations, or by winding up in a manner provided by the Industrial and Provident Societies Acts.
Disband formally
ABJ to action

6. Cricket Club Request – To be agreed when a full committee is present

- The most pressing item is to highlight that the committee last week decided to scrap the Sunday team fixtures for 2016 due to the inability to be able to guarantee a team.
- The committee therefore requests that this may lead to a reduction in the ground fees payable to Pelham Hall since the usage will be less during the course of the season. **To be discussed at next meeting. Treasurer AM to request a 50% payment on account by end of March 2016.**

7. AGM preparations

- Date – last year in May, but committee meetings were Feb/Apr/Jun
- Suggested 9th May 2016 for AGM and combined Committee Meeting
- Agenda
 - Chairman/Treasurer Reports
 - Election of Officers, Inc committee members
 - Appointed representatives
 - Election of auditors
 - AOB

6. Date of next meeting and AGM (combined)

Monday 9th May 2016

7. AOB.

None

The meeting was closed at 7.50 pm.