

MINUTES OF THE PELHAM HALL MANAGEMENT COMMITTEE

Monday 4TH JULY 2016 at 7.00 pm

PRESENT: David May (Chairman), Ros Robertson (Secretary), Roger Forbes, John Bradley, Janice Harrhy, Maggie Tudgay, Ann Oakley.

1. Apologies for absence: Cindy Holton, Sarah Haeffner, Anne May

2. Minutes from previous meeting*

2a The Minutes were accepted by all present

2b Agreement to make Minutes public – Agreed by all present

2c Actions from last meeting

- Janice Harrhy has joined the Events Group; Delyth Harris is running meetings in the absence of a Chair.
- Social Club dissolution – Adam Burtt-Jones to preside. (tba)
- Dog Policy now in place.
- Oil purchase syndicate – in preparation
 - Decided to abandon £10 membership fee
 - Now independent of Pelham Hall

Matters arising not on the agenda

- Small Fridge downstairs kitchen failed electrical PAT test. No replacement considered because of plans for new kitchen

3. Declaration of conflicts of interest

- None

4. Treasurer's Report

Expenses		Income		
From 01/04/16 to 30/06/16		From 01/04/16 to 30/6/16		TOTALS
Expenses: Bar - wages	£ 105.00	Income: Bar - Cricket	£ -	
			£	
Expenses: Bar stock	£ 2,109.08	Income: Bar - Film Night	144.50	
			£	
Expenses: Cleaner fees	£ 300.00	Income: Bar - Other functions	780.50	
			£	
Expenses: Film hire	£ 174.40	Income: Bar - Rugby	83.05	

Expenses: Functions	£ 511.52	Income: Bar - Soc Ev	£ 532.70
Expenses: Legal/Professional	£ 175.00	Income: Bar - Soc Ev + 100 Club	£ 231.90
Expenses: MCC	£ 299.40	Income: Bar - Soc Ev + WI	£ 197.80
Expenses: Misc (A-board, boxes, mileage)	£ 121.61	Income: Bar - Tennis	£ 274.00
Expenses: PH 100 Club	£ 550.00	Total income from Bar:	£ 2,244.45
Expenses: PH Kitchen	£ 111.98	Income: Donation	£ 145.00
Expenses: Repairs/Maintenance/Equipment	£ 1,131.18	Income: Functions (excl room hire)	£ 1,087.50
Expenses: Security (Keycards etc)	£ 292.44	Income: Hire of tables/chairs etc	£ 20.00
Expenses: Utilities	£ 815.54	Income: Key cards	£ 151.58
		Income: MCC rates from clubs	£ 145.80
		Income: PH 100 Club	£ 495.00
		Income: Room Hire	£ 1,760.20
TOTAL	£ 6,697.15	TOTAL	£ 6,049.53

BANK BALANCE ON 30/6/16

EXPENDITURE OUTSTANDING

The Window Doctor £ 3,024.00

OUTSTANDING RECEIPTS

Monmouth Cricket Club £ 325.00

5. Committee sub groups

Events Committee Report:

- Minutes of 16 June meeting already circulated
- Film Night cancelled due to Wales v Portugal Football game
- Proposed to restart Film Night in the Autumn
- Snowmen Event – less profitable this year.

Building Committee Report

- Thomas Brown electrical have completed the five year fixed wiring checks with a few minor faults located

- It is planned that Richard Bentley will complete some of these faults. Thomas Brown returning to check and complete any that Richard cannot do. One kettle needs replacement
- The Window Doctor has installed 26 new glazed units. Some other windows identified for replacement at a future date.
- Red Blackout roller blinds have been installed in the bar area
- Pest control are due for their scheduled vermin check.
- Alastair Robertson has applied for a grant for the kitchen, but nothing has been heard yet. He will keep us posted.
- The Inn at Penallt is interested in the bar cellar equipment. Will dismantle and take away.
- Pelham Hall has a musty damp smell on entry RR/JB, due to property not being aired regularly, and windows opened to create air circulation. Mains air freshener to be purchased. **Action: RF**

6. Policy statements for discussion

- **Conditions of Hire**
 - Hire charges at Pelham Hall will be reviewed for 2017 after new kitchen has been installed.
 - Some individual hire charges would appear to be too low.

Disability discrimination policy

- –“access statement” needed (tell it as it is)
- –site plans - disabled access/facilities
- –disabled parking; access signs – **Action: RR and RF to draft an Access Statement for Pelham Hall and suggest modification to site plans and signage**
- –“buddy” system – Jan. Not undertaking or including this in the policy.
- –phraseology, e.g. “wheelchair bound”, “make condition known” – **Action: JH to revise Current DDA policy needs and consider politically correct language.**
- –induction loops for hard of hearing – **Action: JH to investigate cost of hearing loops for the Hall; consider trialling in the Committee Room**

7. Date of next meeting Monday 12th September 2016

8. AOB.

8a. Bar Committee?

The Pelham Hall Management Committee was the applicant for the premises licence, thus responsibility for the bar now transferred from the Pelham Social Club to the trustees

- No additional or new committee sought for this role. Management done on a voluntary basis.
- Bar pricing process is done by Roger and Cindy. Prices will fluctuate according to supply prices.

- –Pelham Hall Management committee to be ultimately responsible for bar items such as:
 - food
 - stock purchase
 - sales
 - Record keeping
 - bar volunteers
 - Bar Rota

8b. Classic Car & Bikes Event

Report by John Tudgay – Classic Car & Bikes Event Sunday 14th August 2016 at Penallt Cricket Ground, Village Hall Penallt from 13.00 pm

- 3 genuine offers of organisational help have been received, and so this annual event will take place.
 - Adam Burt-Jones, Ewan McConnell and Nick Marsh.
- John handed out promotional cards for display by Committee members, and to be distributed when ever and where ever possible. Entrance £1
- Help needed on Event Day. DM to put on Village website, and email out requesting stewards, and other voluntary help, prizes for raffle etc
- No pre booking required.
- Parking available in Moorcroft field – Free Parking
- Public address system
- Refreshments- Teas and cakes to be provided by WI
- Bar will be open
- Ice cream available on the day

The meeting was declared closed at 8.10 pm.