

Minutes Pelham Hall Committee Meeting Monday 6th March 2017.

Attending: David May - Chairman, Anne May - Treasurer, Ros Robertson - Secretary, Jan Harray, Roger Forbes, Cindy Horton, Adam Burtt-Jones, Jill Bouchier and Lance Rowell (kitchen consultant).

1. Apologies

Maggie Tudgay, Annie Oakeley, Sarah Haeffner

Minutes of previous Minutes – Accepted

Agreement to make Minutes public – Agreed

Matters arising not on the agenda – none

Declaration of conflicts of interest - none

2c. Actions from last meeting

- Site plan - disabled access/facilities identified and to be added to existing Hall plans. DM has copy
- RR to Action - DM sent the site plan to RR. To be followed up. – **RR this is underway.**
- Insurance saving if Security System in place. **RR actioned** and found that currently Village Insurance Companies will do a free inspection and valuation and only then will state what percentage if any they will allow for a Village Hall that has a security system in place. It would appear that Village Halls are encouraged to have a security system, because of the replacement value of bar stock at certain times of the month and key high price portable items. Committee decided to leave the decision to another time.

4. Treasurer's Report

- Summary:

TOTAL EXPENSES 1/4/16-28/2/17	£24,061.55
TOTAL INCOME 1/4/16-28/2/17	£32,050.88
PROFIT/LOSS	£7,989.33
BANK BALANCE ON 28/2/17	£27,095.81

- Details:

MAJOR EXPENDITURE DURING JANUARY & FEBRUARY

Hall insurance **£1,299.47**

EVENTS	NET INCOME
Art in Penallt	£430.02
Film nights (Jan & Feb) tickets+bar- hire	-£2.75
Supper Club (Jan & Feb) - food only (Must not be subsidized)	£221.22
Supper Club (Jan & Feb) - bar only (50% of takings)	£158.25
Social Ev + WI (Jan & Feb)	£134.60

5. Arrangements to cover DM/AM absence (mid-March – end April)

- RR, JH et al to deal with items/issues that need attention. Hire of Hall, Banking and payments etc.

6. AGM arrangements

- Date: May 8 or May 15 (TUCC meeting at PH). Agreed that the earlier date of 8th May would be too soon after Chairman and Treasurer have returned from their travels in New Zealand. 15th May was agreed upon by those Committee members present.
- “6.3 The maximum term of service for the Chairman, Secretary and Treasurer shall be three years”
 - DM and RR were formally elected as Chairman and Secretary in May 2014 so must stand down at the May 2017 AGM
 - Can seek re-election if no objections and no other candidates. (legal position supplied by John Howells).

- For information: RR currently has health issues that will inform her decision by AGM in May.

7.a Events Committee report

- Minutes of 2 March meeting already circulated
- Forthcoming events
 - Supper Club this Thursday 9th March 2017
 - Mar 10th: Film Night (Captain Fantastic) – at The Narth
 - Jazz Night this Saturday 11th March 2017 at Pelham Hall
 - Mar 25th: Quiz Night – postponed?
 - Apr 7th: Film Night (A United Kingdom)
 - Apr 13th: Supper Club (Jill Bouchier)
- To be arranged
 - Monmouth Male Voice Choir (July 1st proposed and now wait tba)
- 25th Anniversary of the rebuilding of Pelham Hall.
 - Agreed and date to be advised. combine this event to include Cricket, Tennis and Bowls Club participation.
 - This be tied in with availability of other hall users and possible hog roast?

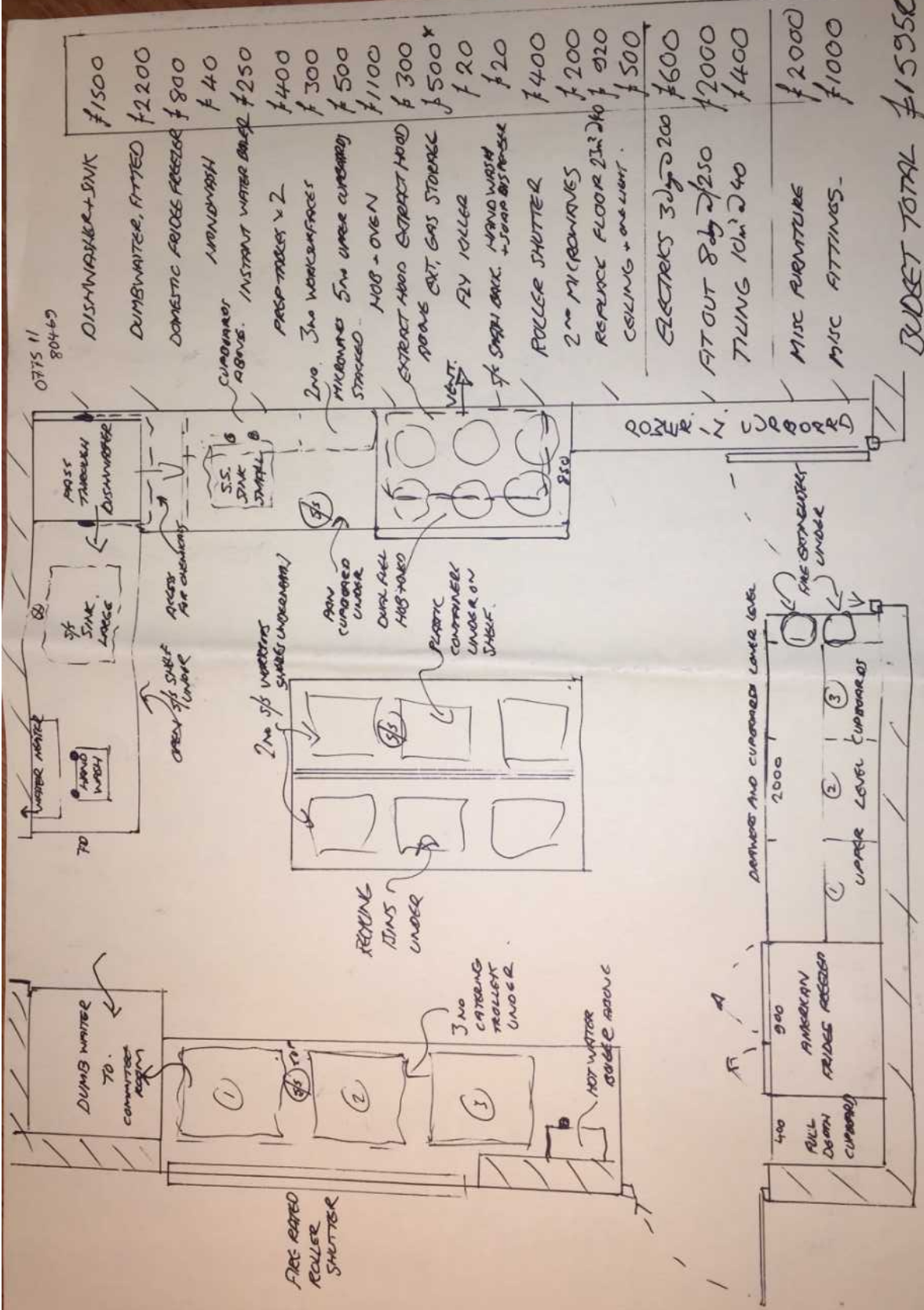
7.b Buildings Committee report

- Update re kitchen project (Lance). Lance gave a detailed presentation of the proposed new Kitchen layout. (see below).
 - Dumb waiter to be included – cost advised
 - Window extraction facility inclusion.
 - Domestic – large refrigeration and freezer facility
 - Dishwasher to be repositioned – possible upgrade.

- Achieve below and above waist height arrangement of cupboards.
- Water inlet and drain in optimum position
- Waste water position at most convenient position.
- Cooker hood extraction facility.
- Improve kitchen serving hatch appearance.
- All stainless steel kitchen unit position and use to be well thought out.
- Approval of kitchen fitters tbc.

Proposed kitchen layout

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804-69



DISHWASHER + SINK	\$1500
DUMB WASH, FITTED	\$2200
DOMESTIC FREEZER	\$800
HAND WASH	\$40
CURTAIN ROD ABOVE. INSTANT WATER BOILER	\$250
PASP TABLES x 2	\$400
2 No 3/8 WORKSURFACES	\$300
MICROWAVE 5/8 UNDER CUPBOARD	\$500
MOB - OVEN	\$1100
EXTRACT HOOD	\$300
RANGE EXT. GAS STORAGE	\$500*
VENT. FLY KILLER	\$20
5/8 SINK BRICK + 3/8 SINK BRICK	\$20
ROLLER SHUTTER	\$400
2 No MICROWAVES	\$200
REPLACE FLOOR 2 1/2" x 4" x 9/20	\$920
CEILING + ONE LIGHT	\$500
ELECTRICS 3 Dg 200	\$600
FIT OUT 8 Dg 250	\$2000
TILING 10" x 240	\$400
MISC FURNITURE	\$2000
MISC FITTINGS	\$1000
BUDGET TOTAL	\$15950

- Update re lighting project (Lance). Priority has been the kitchen plan, so lighting to be advised at a future date.
- Pelham Hall kitchen facilities.
 - The kitchen facilities have been given a thorough clean (RR & AM)
 - New laminated labels for cupboard contents now in place along with a fact sheet which is to be included in PH Hirers Pack under Terms and Conditions (Ros and Ann).

7.C Social Club

- Dissolution (ABJ). The Social sub group meeting was held at the end of the Committee Meeting with various items finalised and all paper work completed. The Pelham Hall Social Club is now officially closed.

8. Date of next meeting

- 15th May 2017

9. AOB None

Meeting closed at 8.45 pm