

Minutes Pelham Hall Committee Meeting Monday 18th September 2017

Attending: David May Chairman, Anne May Treasurer, Ros Robertson Secretary, Jan Harrhy, Roger Forbes, Cindy Holton, Karen Rollings, Geraint Thomas, Phil Harris, Anne Oakley, Maggie Tudgay, Sarah Haeffner.

1. Apologies – Adam Burtt-Jones, John Bradley

Minutes of previous Meeting – Accepted

Agreement to make Minutes public – Agreed

Matters arising not on the agenda

- **Joint Halls meeting re digital inclusion**
- AB-J and DM represented Pelham Hall
- The Narth, Catbook and Trellech also present
- Mike Powell/Andy Smith from MCC suggested 2 pots for funding
 - RCDF – up to 160,000 between 7 halls for capital costs
 - LEADER – covers operational costs
- Follow-up meeting to discuss interest
 - Catbrook not interested
 - Little enthusiasm from others as too many constraints
 - Project abandoned

Declaration of conflicts of interest – none

2. Actions held over from March Disabled Access to Hall - **JH to follow up**

4. Treasurer's Report – Attached

- NB quite a few bills yet to come in. Electricity - Bar, R. Bentley Maintenance, Top Kitchen refurbished & Fire Alarm moved to hallway from kitchen.
- TUCC undertake the payment of rates for Village Halls
- Renewal of Security System is on the horizon

5.a Social Group Report

- Report circulated of last Thursday's meeting.
- Matters Arising:-
 - 25th celebrations: confirmation of date required
 - Discussion followed on format of the formal opening of the upgraded kitchen.
 - Event to promote its use and hire by locals and others
 - Suggestion 'Special Supper Night' as a Thursday social upgrade
 - Christmas or New Year Event - Dinner Dance suggestion put forward

5.b Buildings Committee Report

- **Kitchen Update** – A few items left to complete and then a thorough clean through required.
 - **Mix of new and used equipment** in Kitchen
 - **Fire Risk Assessment** – to be undertaken
 - **Shutter for Hatch** – it was agreed that this should be fireproof but not automatic
 - **Dishwasher** – to be checked and instructions made available
- **Disabled Lift Project** - New proposal identified
 - **Cost is a concern** – but second hand to be investigated, however ‘New’ recommended which would include maintenance contract.
 - **Position in building** – Stair well in Entrance Hall has been measured and the space may be too small
 - **Platform Lift recommended** - RF stated this was preferable & covers wheelchair access.
 - **3 quotes** to be required for Lift project. **Action JH**
 - **Where to access grants** – tba
 - **Evidence from disabled users** - community stats

6. Cricket Club Items.

- **Clearout of the home team changing rooms** – getting rid of metal lockers and other rubbish - lockers belong to cricket club and they are responsible for them
- **Replaced with – pegs all around the locker room** – number to be agreed.
- **Repayment of loan to cricket club** – current situation tba, and statement requested.

7.a Purchase of a coffee machine

- Select coffee machine (capsule type) and email other committee members for consideration **CH/RF to action**
- CH/RF - select coffee pods and espresso samples, and include provision for sugar and milk supplies.

7.b Food Safety Courses

- Managers – Level 3 - a 3 day course at Coleg Gwent for 12 people cost £80 each or Online course cost tba (**CH to action**)
- System and arrangements for use of kitchen to be agreed by ??? for Pelham Hall events
- **Terms and Conditions for kitchen access and use by outside catering tba.**
- include cleanliness of kitchen equipment used, including fridge/freezer/dishwasher, kitchen surfaces, tea towel laundry etc
- Food Preparation Hygiene Certificate – to be undertaken and confirmed

8. Date of next meeting - Monday November 6th 2017

9. AOB

- Pelham Hall First Aid Kit out of date. New one purchased and is now in place
- Membership for Bowls Club – ‘Come and Try it’ Indoor Bowls Open Night. Date to be agreed

Meeting closed at 8.20 pm approximately.