

MINUTES OF PELHAM HALL COMMITTEE MEETING 8TH JANUARY 2018

Pelham Hall Committee Members Present

David May Chairman, Anne May Treasurer, Ros Robertson, Jan Harray, Maggie Tudgay, Anne Oakley, Sarah Haeffner, Roger Forbes. Geraint Thomas.

Apologies: Adam Burt-Jones, Karen Rollings

Minutes of Meeting 7th November 2017 - Accepted

Make public Minutes of Meeting 7th November 2017 - Agreed

Actions held over:

- Site plan - disabled access/facilities identified and added to existing Hall plans.**(JH)**.

2. Actions not covered in agenda

2a Purchase of coffee machine A Dolce Gusto capsule machine **CH actioned**

- Coffee pods and espresso samples acquired, and include provision for sugar and milk supplies.

2b Food Certificate Training.

Pat Jones & Cindy Holton have gained certificates

Matters arising not covered by agenda - None

3. Declaration of Conflict of Interest – None

4. Treasurer's Report – See attached

5a Events Committee Report

- Report of 30th November meeting circulated **RR & AM have not received**
- Matters arising - **Report awaited by RR & AM**
 - Next meeting Thursday 11th January 2018

5.b Buildings Committee report

- Kitchen update - Dishwasher arrived + cost of socket
- Shutter for hatch now fitted
- Upstairs ladies toilet now unisex.

5c Kitchen Management

- Online basic Food Preparation Certificate Level 2 course to be taken by regular users of kitchen (CH to Action)
- Pat Jones & Cindy Holton have gained certificates

- Need for a Kitchen Manager to decide Terms & Conditions for kitchen access and use by outside catering, hirers including instructions and cleanliness of kitchen equipment used, including fridge/freezer/dishwasher, kitchen surfaces, tea towel laundry etc

CH to seek someone to be I/C Kitchen

- Suggested Pat Jones
 - Someone with catering experience
 - Geraint offered to help Pat work permitting
- **Other issues**
 - Fire escape plan to be confirmed **action awaited.**
 - Litter collection postponed until March 18th - **directions awaited.**

6. Possible Future Projects

- Upgrade of fire alarm system (JH) A Capital Project
Tod Security approached- meeting 19th Dec - Fire Alarm Survey & Supply of system.
- A wheelchair friendly lift to the 1st floor of the hall – **AR/DM/JH Actioned**
Meeting & quotes for 2 different types of lift required **AR/DM/JH - Capital Project**
AR looking into grant possibilities.
- A solar energy proposal to significantly reduce our expenses for electricity (**DM**).
 - **Gwent Energy CIC**
 - 11 kW system proposed for WSW roof
 - 13K approximately
 - Separate 10 kwh battery storage for 5K
 - Annual forecast generation approx. 10000 kWh
 - Feed in Tariff of 4.91p per unit income
 - Payback period over 10 years
 - Agreed need for more consideration and another quote required
- West facing roof 85% efficiency or South east facing roof. **AR/DM/JH to Action**
- Vehicle charging point(s) both for cars. **AR/DM/JH Actioned**
 - 13A socket for buggies plus type 1 connector for (most) cars - Installed
 - P Hall pays for electricity – to be taken into consideration Website shows location
 - Kit free for a 12month trial period. Demand will be monitored .

7. Date of next meeting - Monday March 5th 2018

8. AOB – None.

Meeting closed 8.05 pm