

MINUTES OF PELHAM HALL COMMITTEE MEETING 5th March 2018

Pelham Hall Committee Members Present

David May Chairman, Anne May Treasurer, Ros Robertson, Jan Harrhy, Karen Rollings
Sarah Haeffner, Roger Forbes.

Apologies: Adam Burt-Jones, Maggie Tudgay, Geraint Thomas, Cindy Holton, Annie Oakley,
John Bradley.

2a Minutes of Meeting 8th January 2018 - Accepted

2b Make public Minutes of Meeting 8th January 2018 - Agreed

2c Actions held over: completed

2d Matters arising not covered by agenda - None

3. Declaration of Conflict of Interest – None

4. Treasurer's Report – Income, Expenditure and Bank Balance. See Attached

- Increase of Insurance cover for Pelham Hall
- Fees and Donations for Pelham Hall
- New Cleaning Team for Pelham Hall
- Room Hire charges to be reviewed
- Cricket Club Loan discussed
- Deregistration of Social Club? confirmed by FCA
- Energy consumption of Pelham Hall is being monitored
- TUCC funding for 2018:-
 - a) Part-fund for capital projects to maintain or improve hall facilities - £1000
 - b) Services used by village halls - £500
 - c) Business rates – TUCC funding remaining 20% due
- Kitchen expenditure near completion with only installation of instantaneous hot water heater and Rich Bentley's time. Further expenditure will now to be considered as a Maintenance cost to Pelham Hall
- Sale of Red Hot Chilli Oven price to be reduced for quicker sale at Auction **(JH) to action**

5a Events Committee Report

- Report of 22nd February meeting circulated
- Matters Arising below:
- Karen Rollings confirmed as Bookings Secretary and other volunteers to share tasks related to each booking
- **Bridge Nights.** The first evening will be on Thursday 15th March 2018, to coincide with the next Supper Night and 100 Club draw.
- **Art Work Shop** with Alex Brown on Saturday 24th March 2018

- **Litter Pick** - new date confirmed as **Saturday 21st April 2018 – JH organiser**
- **Quarto Night** (Song and Humour) – 7th April 2018 Tickets £10 beforehand & £12 on the door. – **DM organiser.**
- Posters - 2 A Boards with plastic covers for external Village Posters - DM has ordered
- GDPR (General Data Protection Regulation): the implications of this for the village mailing list, 100 Club etc were discussed. It was noted that consent for the Committee to hold personal data must be recorded and a draft of an email to go to all on the list was agreed. Final approval of the text as well as a Hall Policy on data protection would be given by email. **Action DM**

Those either not on email or who didn't reply to the "consent" mail would be approached by phone or in person. **Action RF**

A follow-up to the "consent" stage would be by questionnaire regarding Hall activities etc – to be devised. **Action DM RF JH**

5b Buildings Committee Report – Update

- Electricians due 8th March 2018 to do PAT Testing, electric shorting issue in Ladies Toilets, replace 3 External Security Lights
- G/floor Kitchen – hot water to Pot Wash sink to be fitted shortly
- Kitchen Roller shutter door company visit/quote solicitor's letter issue – discussed and agreed to support Lance Rowell if required
- Fire escape plan to be confirmed **Action JH**

5c Kitchen Management

- From January Minutes: "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."

No obvious candidate for the role so a cohort of volunteers to be organised instead.

Action RF and KR. Also...

- Kitchen Hygiene Inspection to be undertaken when kitchen works finished and Score awarded to be notified **Action JH**
- Rota and dates to be agreed for overseeing the cleanliness of the kitchen

6. Possible Future Projects

A A wheelchair friendly lift to 1st floor of the Hall

- Quote for £15k approx. from Stiltz lifts
- Awaiting results of grant applications:
 - £10000 from Wales National Lottery Awards for All Scheme

- £3000 from Bernard Sunley Foundation
- B A solar energy proposal to significantly reduce our expenses for electricity.**
- Quote for £13.2K approx from Gwent Energy CIC for 11kW system (as per last meeting)
- Applications in for grants:
 - £10000 from the Peoples Postcode Trust
 - Possibility of PH for selection for a 'Village Hall Makeover'
- C Upgrade of fire alarm system (JH) A Capital Project**
- Two quotes - Tod Security Ltd approached and quotes received - 19th Dec 2017
 - Intruder alarm upgrade £345.00 + VAT
 - Fire alarm upgrade £2190.00 + VAT
 - AR/DM still looking into grant possibilities.

7. AGM Preparations

Date: Monday 14th May 2018

- Proposal by (JH) to increase Management Committee membership
- 3 Officers + an increase from 5 to 7 committee members
- Agreed by Committee - needs ratification at AGM
- Canvas for new committee members

Election of Committee Members & Officers

- All three officers have 'served time' DM, AM, RR.
- Which Members wish to stand again?

8. Date of next meeting along with AGM - Monday May 14th 2018

9. AOB

- Acknowledgement by personal letter to formally thank those, especially Lance, for their hard work and long hours on the Kitchen Refurbishment Project. Agreed by all present to also include significant others who gave generously of their time and effort through to completion.
- **Action: DM to write the letter**
- **Action: to arrange a press release to mark the award of our Hygiene Certificate – piece for The Beacon plus photo of all helpers.**

Meeting closed 8.40 pm