

PELHAM HALL COMMITTEE
Minutes of Meeting on 5th November 2018
DRAFT

PRESENT: David May (Chair), Jan Harrhy, Adam Burt-Jones, Geraint Thomas, Sarah Haeffner, Anne May, Karen Rollings

1. Apologies for absence: Lance Rowell, Andy Henstridge, Maggie Tudgay, Anne Oakeley, Roger Forbes, John Bradley

2. Actions held over from previously

Kitchen management (AM)

Anne M will get copies for Jan of the check sheets used in Monmouth Baptist Church which is regularly used by different people who run groups there and which has a 5* rating **DONE**

Kitchen hygiene training progress (JH)

JH will be organising AI to run a Kitchen Hygiene Training session shortly

ONGOING

3. Matters arising not covered by agenda

Broadband connection to Hall. ACTION: DM

Openreach connection now postponed until 29 Oct 2019 ☹

May get some action through Humble by Nature

ADAM knows a director of Broadband Cymru. He will send an email to him introducing David to him for action? **ACTION: ADAM, then David**

Narth singers. ACTION: AH

Contact Narth Singers to propose we could give them the hall free for rehearsal and concert, but that they would pay for bar (incl bar staff) for their post concert party

AH – Action completed

3. Declaration of Conflict of Interest

No conflict of interest declared.

4. Treasurer's Report April – Nov 2018

Total Income	£20,114
Total Expenses	£14,162
Bank Balance	£29,288.49 + £700 Float

Notable figures

Bar Income	£6988
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Bar Stock £3199

Bar Wages £471

More expensive Beers and Wines are selling well.

5.a. Events Committee Report

EVENTS GROUP MINUTES – 11 OCTOBER 2018

1. Present – Roger (chair), David, Pat (minutes), Paula, Sally, Sue, Jan

2. Apologies were received from Gill, Nicky, Geraint

3. Date of next meeting – 01.11.2018 – 7pm

4. 25th Anniversary Celebrations 10.11.18. 104 tickets sold, 10 couples waiting for tickets. The hall space was checked after the meeting ended and, as a result, the numbers limit was increased from 100 to 120.

Josh M doing bar + 1 volunteer needed 7-8pm.

4 helpers/clearers/washer uppers needed for evening – Rog to source.

A1 potentially booked hall for daytime 10/11. Need to cancel – Jan.

Seating plan required – Rog/Jan?

Decorations – Rog to speak to Lance re lighting. Pat to speak to Ann B re table decs & Jane McC re general decs.

Set up on day – Paula/Jan/Sue + other volunteers 3pm. Pat to ask Chris if he can help with tables.

Pat will buy meat from Hancocks and distribute to cooks with recipe. Village Hall red wine to be used – David to sort out.

Cooks - Pat (veggie dish), Geraint, Paula, Amanda, Jan, Sally, Jane. Others to be asked. Update – Karen & Emma F to cook.

David to find out who vegetarians are.

Sally will source 120 baking potatoes.

Puddings – cooks – Jan, Paula, Sally (GF + dairy free), Jane, Pat to ask Emma F, Karen, Ann B, Emma M, Geraint. Sarah H & Maggie T also to be asked. Update – Karen, Emma F & Liz Clarke to make pud.

Paula to co-ordinate decorations and bring to meeting on 1/11, and to ask Paul if any decorations are available from Next.

5. Food Certificate/EHO visit – ongoing – Jan to discuss with Pat.

6. Info leaflet update – David said this has now been shelved.

7. F&C evening – ongoing on 1st of every month.

8. Supper Evenings – Jane & Pat cooking next week. Paulyne cooking Spanish chicken on 15/11.

9. Wine tasting Friday 30 November with Tom Innes from Fingal Rock. He charges £6.50 pp and provides 6-8 wines to sample. The theme is Choosing Wines for Christmas. Cheese & biscuits will be provided after the tasting. The bar will be open. Sue offered to be helper to Tom. Cost of tickets £12.50. Limit to 60. Available on line.

10. Film night update – organised for Autumn.

11. Art workshop 7/12 update. It will be a pastel workshop. Paula advised that 8 people are interested who Paula will chase up. Limit to 13.

12. Panto update - Tom has almost finished casting and will email an update to

Commented [DM1]: Maybe omit the full report and just state that the minutes were noted?

the committee. There have been lots of offers of help by email. Rehearsals start tonight.

13. Bridge update – Paula has no time to commit to organise at the moment as involved in Panto rehearsals until February. She was asked if anyone else can step into organise. It was suggested asking Nicky Scarr or Gail and David.

16 AOB

a) Include all events on weekly email including outside paid events – David.

b) Bar staff - Roger is creating spreadsheets and sourcing additional bar staff.

COMMENTS:

Roger has stepped down from Chair due to ill-health.

25th celebrations

Catering in hand; final details being sorted in next few days

Wine tasting on Friday 30th November

Plenty of tickets left

Please “push”

Next meeting poss Wed. (post-minute note: Events Meeting held on Tues 6th Nov)

5.b. Premises Report

(JH)

Richie has started to do his day in the Hall.(first Thurs of the month).

The Window Doctor will be contacted re repairing broken glass in Hall entrance door and replacing some windows (e.g. in top kitchen, bar store room)

Jan and David have been putting lots of water down the gents' loos because of bad drainage.

Richie has now fixed the pump.

Anne cleaned carpet and Jan has cleaned walls in Bar area.

Outside wall needs scrubbing. 4:1 water:bleach will clean it.

Lance has put up fairy lights in the Hall.

5c Bar Report

(AH) Andy, Geraint, Roger and David had a meeting to discuss bar. Nothing major to report.

6. Possible Future Projects

6.a. A wheelchair friendly lift to 1st floor of the Hall

Quote for £15k approx. from Stiltz lifts

Applications in for grants:

£10,000 from the Wales National Lottery Awards for All scheme - [application turned down](#)

£3,000 from the Bernard Sunley Foundation [granted 6th June; need balance before we can](#)

claim it (before June 2020).

Disabled lift rejection letter

The *National Lottery Awards for All* has “three funding priorities and your project idea must meet at least one of these:-

1. bring people together and build strong relationships in and across communities
2. improve the places and spaces that matter to communities
3. enable more people to fulfil their potential by working to address issues at the earliest possible stage

It’s important to us that you involve your community in the design, development and delivery of the activities you’re planning, so please tell us how you’ve done this.”

In application we focussed on 2 and 3 and the implication was that we did not “involve the community in the design, etc.”

We need a two-pronged approach:

Email all to get feedback. “How would you benefit from this?” Explain the design. RF was the expert input.

If we could go to those who might benefit from the lift and talk to them. (Roger, Rita Shears, Jill Bouchier, Bobby Wishart, others?)

Suggestion that ½ of income from supper nights go to Hall projects, specifically the disabled lift project.

Sat: David to mention it at the dinner.

It was suggested that we send out emails and get feedback by end Dec

Then Re-apply in Jan?

ACTION: DM

Deleted: /ALISTAIR?

Jan mentioned trying [Tesco “Bags of Help” scheme and similar from other supermarkets.](#)

However, no big supermarket are near us. Waitrose’s green collection is small £1000 is divided proportionally between 3 charities each month. No further action at present

Deleted: Big supermarket collections

6.b. Solar energy proposal

Existing quote for £13.2k approx. from Gwent Energy CIC for 11kW system

Applications in for grants:

£10,000 from the Peoples Postcode Trust

Application turned down. Because of Alistair’s ill-health, we missed deadline.

Applications reopen early next year

Gwent Energy CIC scheme to install panels at their cost and then sell electricity back to us at ca 10p/kWh. We pay 14p/kWh .

Jan: it might be more economical to buy our own panels.

If we want to take advantage of the feed-in tariff that stops in March, we need to get on with application. A subgroup is suggested: David, Andy, Jan, Anne to further this. Agreed

Batteries are developing. We could go ahead with the panels first and get batteries later. Extra on the quote was £5K approx. ACTION: DM/AM/JH/AH

6.c. Village hall makeover scheme

We are now one of five Halls selected.

Qualify for energy survey and limited funds (£1.5 - £2K) to implement simple energy efficiency measures e.g. LED lighting/better insulation

Part of joint application to RCDF for £160k for "full package of energy measures"

MCC submitted Expression of Interest (EOI) 7 June

If EOI is approved, a more detailed stage 2 application is required

August: application turned down

MCC Rural programmes people meeting this month to discuss next steps

October: £10k pot available for 5 halls to upgrade lighting

Survey conducted last Thursday

Feedback is due. D will then bring Lance into the discussion as he has some ideas re lighting of big Hall. Modifications would be accepted.

7. Date of next meeting

Monday 7th January 2019

8. AOB

8.a. Outline Plan for PH Events 2019 (AH) (JH: this should have been included in agenda)

AH suggested that the committee should consider planning for future PH events and offered the following plan for discussion, listing the events that are now regular on our calendar or which have been planned for next year:

- 12 approx Supper Nights
- 12 approx Fish & Chip Nights
- Food courses – use the kitchen
- 6 Film Nights
- Art Workshops
- Games evenings – bridge? Scrabble?
- Pantomime - February
- Litter Pick - March
- 1 Quiz Night
- 2 Arts Council of Wales Nights Out Scheme Events – Music or Theatre
- 1 Charitable Fund Raising Event to benefit another charity e.g. MacMillan coffee

morning

This item was not discussed to any extent and will be on the agenda of the next committee meeting for further examination. All Committee members are asked to give some thought to this item so it can be discussed more fully at the next committee meeting. The list will be developed by the Events Committee at their next meeting. Andy also suggested that both committees should review this document at all of their meetings with the aim of planning 12-18 months in advance. The Main Committee should focus on providing direction and suggesting events. The Events Committee to deal with the detail organisation and suggesting events.

Deleted:

ACTION: AM to put onto agenda for next meeting

ACTION: ALL COMMITTEE MEMBERS

8.b. AM – 100 Club will be “relaunched”.. profits to go to lift fund from Jan?

AM will update leaflet.

Geraint suggested a “Liftometer” to show the target and what has been raised so far...

Deleted:

ACTION: AM/AH?

8.c. Lighting outside in car park something to think about.

8.d. Adam – apologies for lack of attendance at recent meetings. He has lots of work scheduled.

Deleted: S

8.e. David gave notice that he will be standing down as Chair at the next AGM after 5 years in the post..