



## PELHAM VILLAGE HALL

PENALLT, MONMOUTH, MONMOUTHSHIRE, NP25 4AH

*Registered Charity 524369*

### **Pelham Hall Committee Business Meeting**

**7<sup>th</sup> February 6.30pm at Pelham Hall**

**Attendees:** Sarah Haeffner (SHa), Lance Rowell (LR), Andy Henstridge (AH), Ian Bristow (IB), Sally Henley (SH), Tom Rigby (TR), David May (DM), Anne May (AM), Karen Rollings (KR), Phil Harris (PH) for Cameron Lee, Nikki Scarr(NS) (Chair)

**1. Apologies for absence:** Geraint Thomas (GT), Louise MacMarron (LR), Adam Burt-Jones (ABJ), Cameron Lee (CL)

**2. Minutes of previous meeting**

2.1. **Accepted after 2 changes:** “septic tank” change to “septic tank”; from “accounts ... have been uploaded to the Charity Commission” to “accounts ... will be uploaded to the Charities Commission”

2.2. **Agreement to make public:** proposed by SH, seconded by Sha. Agreed.

**2.3. Matters Arising**

**2.3.1. ABJ:** Commission Richie to cost up a ladder and access to the space on top of the bar area for storage.

*Richie thought to develop spare above bar area to be a waste of money. He suggested clearing out the old cellar – not agreed as it is too small, even if single toilet space is incorporated into it.*      **ACTION: TR** to discuss storage with Richie

**2.3.2. AH** to follow up the installation of a Smart Meter to help us manage our bills from the Power Company. *PENDING*      **ACTION: AH**

**2.3.3. AH** to send copy of accounts to Committee members - *DONE*

**2.3.4. ABJ** to circulate risk assessment examples and provide to KR to share with hirers.

*ABJ is not keen to provide an example as it would be used by default. It should be up to hirers to do their own risk assessment. Few hirers at present. KR would like an outline to give out.*      **ACTION: Nikki will send KR what she has got.**

**2.3.5. NS** to clarify position regarding external fire doors with GAVO and regulations around NHS Covid Pass.

*Do not need Covid Pass as we are not doing big event. External fire doors need to be closed. CLOSED*

**2.3.6. NS** The Welsh COVID regulations will be reviewed in a regular basis and decisions made in line with them regarding hall opening. *ONGOING*

**ACTION: NS**

**2.3.7. SH** Cost of installing screen in bar to be reviewed

*SH: made a start. Has made contact with companies but not yet a quote. Are rules changing and is it needed? General agreement: no need for the present. It will be reviewed if situation changes. CLOSED*

**2.3.8. NS** to discuss with ABJ best heating solution and changes required.

*To be discussed under Item 4 below. CLOSED*

**2.3.9. SH** to investigate whether waste/recyclable materials could be picked up by Monmouthshire Council and how much it would cost *ONGOING*

*Even if we are a charity we need to pay: a waste transfer note: £31 + cost per collection. Example: £760/year for weekly collection; £467/fortnightly collection*

**ACTION: NS & SH to go through the figures and will circulate their suggestion to the committee.**

**2.3.10. NS** to advise Cricket Club via CL that Chairs must not be stacked outside on veranda at lounge/bar area fire door. *DONE*

**2.3.11. CL** to advise NS of any outstanding issues that Cricket club required fixing

*CL did. NS gave the list to Richie for action.*

**ACTION:RS via NS.**

*PH will have a look at them to see if the showers are a real issue.*

**ACTION: PH/CL will report.**

**2.3.12. KR** to discuss rotten windows further with Rose Adams and the tennis club if they wish to change the windows as part of changes to the Tennis Club room.

*NS: RA would like storage inside on the current door side and also move the door to the side facing the tennis courts. Window frame currently rotten and take the cost of repairing that off the tennis club plans and look to take off the cost off the amount still due to the tennis club.*

**ACTION: NS to progress it with RA and discuss with an architect the possibilities.(Rachel Sully, a tennis club member?)**

**2.3.13. NS** A hole in the fascia of the front porch needs to be reviewed. This is with Richie.

*NS: This is with Richie. NS to follow to completion.*

**ACTION: RS via NS**

**2.3.14. NS:** A volunteer found to strim around the hall

*NS: Will publish in newsletter and ask for volunteers*

**ACTION: NS**

**2.3.15. NS** To find someone to mend dishwasher.

*Jan Harray gave NS a contact who will follow it through.*

**ACTION: NS**

**2.3.16. NS** to publish division of responsibilities list to cover all the activities that fall under premises management.

*This was sent to Ian and Sally and NS awaits their response.*

**ACTION: SH & IB**

**2.3.17. NS** To obtain legal advice re governing documents

*NS discussed with her sister-in-law (solicitor). We need to get further legal advice. See Item 12 below for further action.*

**2.3.18. All** Feedback test results re dropbox if requested to share dropbox.

*Not discussed. Carry forward to next meeting.*

**ACTION: AH**

**2.3.19. NS** to inform tennis club via Rosie that all members should use the tennis club entrance for access to the toilets **DONE**.

**2.3.20. TR** to investigate purchase of CCTV to enable us to view the property remotely

*CCTV: straightforward. Depends on how many cameras, outdoor £50/indoor £30 controlled through WiFi. Can get a cloud arrangement to get backup recordings: WANSVIEW. When CCTV is installed we must put up appropriate signage and follow the rules regarding privacy of individuals.*

*Can have alert emails too. He will prepare and cost and send round for consideration.*

**ACTION: TR**

**3. Declaration of conflicts of interest: NONE**

**4. Treasurer's report (AH)**

**TREASURER'S REPORT 1<sup>st</sup> April 2021-7<sup>th</sup> February 2022**

Total Income:	£12,905.98
Total Expenses:	£15,164.22
Bank:	£16,864.40
Floats:	£489.80

**Major Figures**

Expenses

PRL/PRS Licence	£123.00
Bar Licence	£180.00
Insurance	£1,508.32

#### 4.1 Non-domestic rates grant

Need to supply figures for pre-covid turnover vs turnover to 14<sup>th</sup> Feb 2022 for Non-domestic rates grant. Might be able to get £2000, so worth considering.

**ACTION: AH and IB to continue with grant application**

#### 4.2 CREDIT/CHARGE card for the Hall?

DM raised question as he is currently purchasing a domain for the other part of the website. Currently the Hall account is a dual signature account. Cannot release control to a card if dual signature. Not possible.

#### 5. Hall Opening (NS)

On recent notification sent out, we advise those attending to take a L F test before coming, to use masks unless seated, windows and doors open and heating on if necessary. This will stand until Covid regulations in Wales change.

Heating: bar heating has the air source system in ceiling which moves air around. Recent govt advice: ceiling fan heating can be used if ventilation is in use.

#### 6. Premises report (NS, SH and IB)

**6.1 NS:** 6 outstanding issues as covered in 2,3,11, 2.3.12, 2.3.13, 2.3.14, 2.3.15 and detailed below for completeness.

With Richie:

**ACTION : NS to follow up**

1. A hole in the fascia of the front porch needs to be reviewed
2. Step from the hall onto the pitch is completely rotten and needs mending (raised by cricket club)
3. Clock on the hall wall above the steps and visible on cricket pitch needs fixing (raised by Cricket Club)

With Phil Harris/Cameron Lee

4. Verify if showers needs mending.

**ACTION: PH/CL**

With Nikki

5. Mend Dishwasher
6. Volunteer required for strimming. A notice to be put into weekly email/newsletter asking if anyone would volunteer to trim.

**ACTION: DM**

NS to follow up other options if weekly e-mail comes to nothing, such as other volunteers, SH's gardener etc (Dick Hartley's gardner used to do the strimming)

**ACTION: NS**

**6.2 SH:** Cleaners going fine. Window cleaning: she will contact Gareth Riley. **ACTION: SH**

As part of bar responsibility, closing up duties need to be re-emphasised to whoever is on duty. Printed list now up in bar. **ACTION: SH**

**6.3 IB** tested Fire > 2 of the fire emergency lights not working. IB: JW Lee will be coming out . PAT testing done but the company ran out of sticky labels, requires completion **ACTION: IB**

## 7. Events (SH)

- 7.1. **Fish & Chip nights** on Thursdays continuing. Worth keeping going the bar
- 7.2. **Rugby**: 14 people came and £138 taken in bar. Brigitte bought kegs from Untouched Raglan, very successful. We will continue doing the Rugby
- 7.3. **JUNE**: something for the Platinum Jubilee, maybe use Babington Meadow. Pop up catering?
- 7.4. **MIME ARTIST**: Delayed from 2020 – family performance by a mime artist under Nights Out scheme possibly end June. To be confirmed.
- 7.5. **PANTO**: Dec 1-3 performance? Reserve dates please. Build days: 26 Nov, on. Need to have a conversation with Bonita as it might clash with exam times?

**ACTION: KR to talk to Bonita re dates**

## 8. Increasing Hall Usage? (NS) DEFERRED TO NEXT MEETING.

**ACTION: NS**

## 9. Wye Valley Villages Plan (DM)

David's slides: send round to committee with minutes for comments and also put up onto the website for feedback from the wider community.

**ACTION: DM/AH**

(Post-meeting note: DM sent minutes to LR for circulation with minutes)

## 10. Governing Documents (AH)

Need to look in details of the feedback from NS's sister. Some points: title deeds; hall membership. Our governing document says we keep a list of members' names and contact details but this is not permitted by GDPR.

Currently those elected at AGMs must be trustees, appointed representatives automatically are trustees at present. It ought to be the members who choose who should be trustees (AH's view). DM's view is that the representatives should be given the option to be a trustee.

**ACTION: LR put on the agenda for the next meeting for further discussion**

## 11. Dropbox (AH): put on agenda for next meeting.

**ACTION: LR**

## 12. Halls Together Project (NS) – run by the MCC and it is funded TO END OF June 2022 , with a permanent person working on it (Lucinda James) , so if we have questions regarding halls this is a vehicle for getting answers. So possible help available is that they should be able to provide help on constitutions. Should talk to them re the governing documents. Steering Committee has been formed with a view to taking over following the end of funding , fortunately some MCC employees are also involved in their Halls. Halls Together have run two course one on running the hall and engaging the community and the other on 'Greening UP' . NS attended both and will provide feedback at next meeting

**ACTION: AH & NS**

### 13. AOB

**13.1. Carbon literacy course:** SH attended a course. You build a knowledge base with individuals who will go out to their communities and try to involve individuals in being more responsible in making people more aware about carbon use, climate warming etc. We cannot give up everything but we could all do something to help make a change.

Get involved in any group you are in to promote awareness.

By 2054, Welsh sea level rising will see the first effect in the UK.

2050 – Welsh Govt pledged to be carbon neutral – all need to be responsible to achieve this target.

WE have had 17 of the 18 hottest years ever, all since 2001

For those interested, this course will probably be run again.

Some additional ideas were sponsored bee hives, Car sharing schemes, Community cars. Website page, re community responsibility

**ACTION:** SH wants to start a small library of appropriate books, have a display and do some presentations and spread out the awareness to all local groups. Monmouth Comp has an active eco council already.

**13.2. Hearing loops :** now a legal requirement to have hearing loops. No fines but would probably need to fit retrospectively if a complain .

AH: £1000 for hall, £800 for bar, £500 for committee room. Halls Together Project might help? Is there a grant?

**ACTION: AH**

**13.3. Minutes of meetings for last year:** needs confirmed updated copies of the meeting.

**ACTION: NS/AB-J to confirm amendments for AH**

**13.4. Keycards on loan:** some who borrowed keys want to keep them. Shared working hub? NS will follow up the possibility of using shared working hub with and will produce a document imminently re use of keycards and hall charges (hourly). If any of those who have loan keys and wish to keep them they need to pay £30 total (all have paid £10 deposit) and they will be sent the doc.

**ACTION: NS**

**14.** Date of next meeting: 18:30 on 4<sup>th</sup> April 2022.

