

Pelham Hall Committee Business Meeting
19th September 2023 7.00pm at Pelham Hall

Attendees:, Nikki Scarr (Chair) , Sarah Haeffner, (SHa), Steve Northedge (SN), Sally Henley (SH), Karen Rollings (KR) Wendy Boycott (WB), , Tom Rigby (TR), Simon Angel (SA).

1. **Apologies for absence:** Ian Bristow (IB) Geraint Thomas (GT), Lance Rowell (LR), David May (DM), Cameron Lee (CL).
2. **Minutes of previous meeting**
 - 2.1. **Accepted:** (SHa) , (SA)
 - 2.2. **Agreement to make public:** (LR), (IB)

3. Declaration of conflicts of interest: NONE

Matters Arising

Flyer to be distributed to homes in Penallt. IB to create a distribution list **ACTION CLOSED**

Fire exit door to be adjusted **ACTION CLOSED**

Waste disposal - no legal requirement **ACTION: CLOSED**

Hall decoration two no bids received, stopped the third waiting to hear the outcome of our funding request to the TUCC. This is being considered on September 18th **ACTION: CLOSED**

4. Survey results

The survey results were presented by SN. It was agreed that a summary list of the suggestions would be provided with priorities by SN within 1 week. **ACTION: CLOSED**

It was agreed results of the summary would be sent out to the village **ACTION:CLOSED**

It was agreed to set up a WhatsApp group for Pelham Hall **ACTION: TR**

Some feedback relating to the website was discussed. It was agreed feedback on the diary detail such as contact names and numbers would be sent to Bob Scarr. **ACTION: NS**

An 'events button' on the initial page was discussed to simplify navigation so the people could see what events were on at the Hall more easily. **ACTION: DM**

It was agreed that a meeting to discuss the suggestions would be organised

The priorities will be assessed in terms of value, cost and speed of implementation with a view to determining ' quick wins

ACTION: CLOSED

5. Treasurer's report (SA)

TREASURER'S REPORT July (up to and including July 24th)

Total Income :	£2,287
Total Expenses:	£922
Bank:	£19,080
Floats:	£228
Income progress to budget - YTD	£16,580 (£44,321 Annual budgeted)
Expense progress to budget - YTD	£19,124 (£34,333 Annual budgeted)

Highlights

-Grant application of £4,270 not included as cash not yet received. The grant will be paid 50% this financial year (between now an April 3rd) and the remaining 50% in the new fiscal year.

-Replacement fridges paid and installed.

-Grant application made to TUCC for entrance hall flooring and decoration approved £4,270

- Grant for £5k approved from ANOB for Hall storage batteries. National Lottery funding for the remainder i.e. 20k on process with a decision expected November 15th 2023.

Ringfenced Funds

- Emergency Batteries several outstanding to be completed.
- Bike repair station - liabilities still an outstanding question.
- £130 spent on maintenance issues to date- (see snag list attached)
- Showers NS to request that the CC approve the type of shoer selected.
- Storage quote received, £2500
- Bike repair station, NS to request local individual to assist in selection. **Action: NS**
- Unanimous approval for storage project.

6. Investment Priorities

- SA to issue Snag List to all.
- Snag list attached to minutes

7. Premises report (SH)

- PAT test completed except Tennis Room
- Extractor fans to be replaced.
- New Fire Blanket provided for upstairs kitchen
- Signage for fire exit lighting to be replaced. New regulations stipulate separate signs not on lights.

Fire Exit

Door is still being jammed open. It was agreed to look at options to replace/fix the door so it can be opened and shut more easily. work being done at the same time as roof gully repair.

ACTION: CLOSED

Waste Disposal

Discussion on the requirement to provide disposal facilities for Nappies etc. **ACTION: CLOSED**

Hall Decoration

SH to work with a sub group to produce a new recommendation/s (Bob Scarr, Sue Milsom, Nikki Felstead)

ACTION: SH

Building snag List

SA Snag List provided and attached to these minutes. Snag list actions closed as items are now to be reviewed on the Snag List going forward.

Management of the contractor not yet determined.

ACTION: TBC

An 'Events Button' on the initial PH page was discussed to simplify navigation so that people could see what events were on at the Hall more easily

ACTION: DM

Some feedback relating to the website was discussed. It was agreed that feedback on the diary detail such as contact names and numbers would be sent to Bob Scarr.

ACTION:DM

NS to provide the text for the Building Maintenance co-ordinator to DM to post the role on the PH website

ACTION: NS

Role of Building Maintenance co-ordinator role would be posted on the web site. **ACTION:DM**

8. Events (SH)

- Individuals and groups i.e. CC and TC to be requested to dispose of their own rubbish.
- Upstairs dishwasher not working and wired into a normal socket. Electrician to be contacted.

- Kids event well attended and a success, attracting a different age group to the Hall.
- Solar/Green solutions event hosted by SA set for October 15th.
- Sue Milsom to take on role of Secretary of the Events Committee.

9. Governing Documents

Sub group face to face meeting date to be agreed comprising of NS/DM/SN and AH to be arranged to finalise the remaining issues. Limit of authority wording to be included in the governing document (draft wording issued by SA version 0.3) SN to email to determine dates.

ACTION: CLOSED

Completed document to be reviewed by NS and a EAGM to be arranged prior to the next PHMC meeting to get approval of the new document. Document to be issued to the committee prior to the next meeting.

10. AOB

- Dick Hartley 90th birthday surprise event discussed. Budget of £600 approved for the event. This to cover food costs, volunteers providing cakes etc, 1 glass of Prosecco per attendee and a plaque commemorating Dicks contribution. Tennis Club to be asked to contribute 50% **ACTION: NS**
- Volunteers thank you event. Hog Roast arranged. Committee members to volunteer to run the event to ensure that the actual volunteers don't work on at the event.
- Pellham Hall WhatsApp group to be established inviting 16 years and over. **ACTION: TR**

Date of Next Meeting Tuesday the 21st of November at 7pm. EAGM to be arranged for 6:30pm on the 21st of November prior to the PHMC meeting. Free drink for all attendees to be advertised to encourage attendance.