

Pelham Hall Management Committee Meeting Monday 2nd September 2019

7:00 – 8:30 pm

Draft Minutes

PRESENT: Andy Henstridge, Anne May, David May, Sarah Haeffner, Lance Rowell, Nigel Roles, Tom Rigby, Karen Rollings

1. **Apologies for absence:** Nikki Scarr, Jan Harray, Adam Burt-Jones, Geraint Thomas, John Bradley, Phil Harris

2. **Minutes of previous meeting on 8th July:**

- Amendments made to include Tom Rigby as an attendee and that the wheelchair Jan offered will be on loan, not donated.
- It was agreed they could be made public
- Action list from previous minutes
 - 2 – 2.3.2 JH: 1. *PV Solar panels: I completed the Certificate of Lawful Development application on 31.7.19 and a decision is pending. There shouldn't be an issue as we've already been advised that PP wasn't needed but the Committee wanted written legal decision.*
 - 2 – 4.3 Loans: AH will pay the Cricket club £650 this week. There has been no response from the Tennis Club, so AH will contact their Treasurer.

ACTION: AH

- 6.2 Firefly: The website is quietly ticking away. Firefly has not been contacted DM and vice versa re support of websites.
 - 5b. See JH Premises report below.
 - 5b. Exterior lighting: LH has looked at the external lights. 75% are not working. There are 2 sorts of external lights: PIR sensor controlled and switched. The lights for the car park would need to be brighter than those acting as security lights around the building. However, TR suggested that the glare from the brighter lights might affect the night-time tennis players. DM to contact Mark Lloyd (MCC Rural Programme Coordinator), to find out the status of the LED lighting grant promised some time ago
- ACTION: DM**
- 6. Website future: (see below).

- Matters arising not on the agenda: NONE.

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

4. **Treasurer's report, April 2019-August 2019**

Total Income £25,804.13

Total Expenses £26,506.35

Bank £17,552.80 + Floats £400

NOTABLE FIGURES:

Awaiting £3,000 pledge from the Bernard Sunley Charitable Foundation

Outstanding invoices £560

Lift paid for including survey.

French Night £725 profit

BBQ Night 1 Income: Bar £662.50, Food £310. Costs: £100

BBQ Night 2 Income: Bar £408, Food £312.50. Costs: £105

Note: Latest electricity bill (£850) estimated three times as much electricity charge as electricity used from the grid (thanks to sun and the solar panels).

5. Committee sub groups

- Events Committee report from August meeting – See Appendix A.

Some comments:

- Art in Penallt workshop very successful: 17 attended.
- Film nights: LR was at a Catbrook film night. About 20 attended and they were shown trailers of several films and asked to complete a questionnaire on which they would like to have shown in full. Would this be of use in selecting films for Penallt and the Narth? DM said one would need a larger number of people than we sometimes get to have a fair result.
- Posters: AH experimented with printing out on an inkjet and treating the paper with a waterproofing spray. He subjected the treated paper to exposure to the elements and also a prolonged soaking in water and the ink did not run! DM has been finding out cost of printing from different printers and is awaiting a further costing from BML.
- QUIZ: Geraint will be quiz master (if he is free?)
- Sally Henley is now Chair of the Events Committee and therefore there is continuity which has been welcomed.

- Premises report (JH)

Jan Harry report (by email): “

1. Green Park Power have delivered the wireless solar monitor (at last). It's with me as I'm trying to incorporate it into a frame with information about our installation and this will be displayed in the foyer by the end of the month. AH has asked them to give a quotation for adding an iboost to serve storage heaters or hot water tank.

2. Lift: all installed and working.

Before it's properly operational a risk assessment needs to be done. Andy & I were going to do this but we ran out of time this week.

The 2 remote controls need to be fixed in locations away from the lift at wheelchair height both up and down stairs.

A register of users needs to be set up and kept on the foyer desk.

Stiltz will do an annual service.

Does the Committee want an official opening ceremony? Any suggestions as to who could cut the ribbon? Followed by a coffee morning/afternoon? We should publicise our new acquisition as it will probably lead to more bookings i.e. update Hallshire.com, The Beacon etc.

DISCUSSION followed: Yes, an opening ceremony. Kate Humble to officiate? DM will contact Rachael Geddes to see if Kate might be available. Photos of an opening ceremony could be sent to National Lottery. **ACTION: DM**

(Post-Minute Note: Rachael responded to say Kate is out of the country much of the time on work commitments and might or might not be able to attend as her arrangements change at short notice. Suggests picking a date and then if Kate were free on that date she would attend.)

Possibly link the opening with the Italian Evening or with a Coffee Morning? Invite Alistair Robertson to ride in it to open it?

Let others in village who have mobility problems know? Are any coming to Italian Evening? Sue Milsom might know.

Still to do re lift: Risk Assessment, inform insurance company, plaque. ACTION: AH and JH

3. Exterior painting: *At the last meeting I was keen to obtain quotes for the exterior of PH to be painted before the winter and said I would get quotes. This was because Richie Bentley isn't usually keen on painting jobs. However, he was happy to paint PH as part of his monthly maintenance and has put 2 coats on the LHS of the front of PH in order to cover up the area where the cellar pipes were removed earlier this year. It needs another coat. He will jet wash off the algae from other areas and paint the other walls in the next month or so.*

4. Suggestions for spending in no particular order:

- 1. 120 new, stackable banquet chairs to replace the grey ones and to add to the 50 red ones. This will free up lots of storage space around the building. HIGH PRIORITY. NEEDED WITH TROLLEY(S)*
- 2. New small square tables (12) or at least new tops to replace old, chipped Formica ones.*
- 3. New desk in foyer. EXTRAVAGANT! NOT NEEDED YET. (AH)*
- 4. Paint interior of PH.*
- 5. New lightweight banquet folding tables to replace the white, heavy ones.*
- 6. New tub chairs and a couple of comfy sofas for lounge bar. Let's ask for donations from the village (must have fire reg labels) or find some on Facebook Marketplace.*
- 7. We may be able to sell our old stock of tables & chairs!*
- 8. Replace old Committee room curtains with new blinds. Dunelm blinds? ACTION: AM to follow up.*
- 9. Hearing loops for lounge bar and Committee room and possibly the main hall. Grant?*
- 10. Update fire alarm system to current regs.*
- 11. New, modern flooring in foyer, stairs, Committee room and upper corridors.*
- 12. New LED sensor lighting throughout if MCC grant funding doesn't materialise.*

COMMENT: SEE 2 – 5.2 ABOVE.

13. *New canopy netting to replace old netting in main hall.*

LR: could add LED lighting at edges. When he returns in Nov he will have a good look at the figures he got last year. Needs to take into consideration the heaters which are too low to be effective currently.

If high points of “tenting” were above current points, the heaters could be moved up. Perhaps heating needs to be looked at.

ACTION: LR

14. *Microphone/PA system.”*

ACTION: DM to contact DS Music re expertise

COMMENT: on all above points, costs need to be identified so that decisions can be made on which ones can be done and in what order.

ACTION: JH?

6. Funding of future projects update

- Website future

Nikki Scarr wrote: *“I have done some work towards a web site replacement I do have provisional costings but from two suppliers but both are wholly dependent on the scope of the project*

I need to sit down with David to be able to determine his recommendations re content and User Experience. Depending on both of our availability we should be able to do this in the next few weeks and I will send out my findings and estimated costs prior to the next meeting.”

ACTION: NS and DM

Brief discussion: should the website be a Pelham Hall website or a Penallt Village website? DM commented that there is no entity to run a village website or to buy a domain name, so it needs to come under Pelham Hall.

7. Date of next meeting: Monday, 4th November at 7:00 pm.

8. AOB

1. **Chairperson required:** The Pelham Hall Committee requires a Chair person. Could all committee consider seriously whether they could and would step up? **ACTION: ALL!!**
2. KR: anyone around to **let a theatre group in** next Monday at midday? Their booking is from 12:00 to 17:00 hrs. DM agreed he would be. **ACTION: DM**
3. Info on Broadband: DM has written a para in this week’s weekly email:

“Spectrum Internet were in the village for 5 hours last Thursday and walked/drove the entire length of the proposed fibre routes with Lance Rowell. They found many places where trenching could be moved from roads into adjacent fields (subject to permission) and it was thought that considerable cost savings could be made as a result.”

No definite positive resolution to report yet.

4. **TR: Limited storage in Hall.** The Panto, chairs, Art in Penallt all require storage space. Some suggestions:

- a. Tom Rigby: Build out terrace around bar, east side of building. Storage could be then underneath such a terrace.
- b. Bob Scarr: Go up into the roof space above the Hall. Stairs would need to be built to provide access. Chairs on trolleys could not be stored up there.
- c. Andy Henstridge: Extend out the front, to the left of the entry canopy. Allow access to this storage space through current store room?

It was concluded that a discussion with Bryn Boycott would be very useful and that Alistair Robertson (architect) and Adam Burtt-Jones could be involved in discussions.

ACTION: AH, JH AND AB-J

APPENDIX A

**PELHAM HALL EVENTS GROUP MEETING
WED 14 AUGUST 2019 7.30PM**

1. Present: Sally Henley (Chair), Annie Oakeley, Niki Felstead, David May, Jan HARRY (minutes)

2. Apologies: Paula Brady, Nikki Scarr, Sue Milsom, Geraint Thomas

3. Matters arising:

a. French Night 13.7.19. Sally has sent a “thank you” to chef, Vincent. All who attended agreed the evening was a great success and also that the young helpers did a great job waiting at tables and clearing up.

b. Roger Morgan’s evening talk 7.30pm on Thursday 10.10.19 will be about “Chepstow Castle” and will be £4pp. **Annie** will inform the ex-WI members and **David** will advertise this event on the weekly email/website.

4. Regular Events:

a. Supper Night BBQ 15.8.19. Salad donations in hand and helpers will be Paula, Sue Bentley, Sally, Pat and Jan. Andy Henstridge and John Bradley are BBQ chefs. Niki and Keith will be the musical entertainment.

Supper Night 19.9.19 - **Sally** will organise this and will ask for help at a later date.

Supper Night 17.10.19 - Sally, Pat and Jan are away so this may be a Fish & Chip night but a decision will be made at future meetings.

b. Art Club and latest Art Workshop:

Update from Paula by email - The oils art workshop with Trevor Osborne went very well as always. There were 10 in the end, which thankfully covered us. August was looking a bit quiet for a while. I bought the refreshments and didn't charge to contribute to the overheads.

I will schedule another art workshop for October/November. I am also hoping to start a bi monthly oils group with Trevor Osborne that will kick off in November too. This will be a regular group with hopefully lots of interest. I will keep you posted and update at next meeting.

The Tuesday art club is still going and I am hoping will continue. Please bear with us on low numbers. Action: **Paula**

c. Film Night: David gave out the latest "Films on The Narth and in Penallt" flyer showing the next 7 films in the Autumn Programme. Attendances have been pretty good over the last 6 months. Jan asked if the village could have an input on the film choices as other villages do so **David** will discuss this with Marilyn from The Narth.

d. Fish & Chip Night: The next one is on 5.9.19 followed by 3.10.19. Ben reported to Pat that he'd had a good night in August and this was reflected in the bar takings too.

e. Italian Night 28.9.19: Pat has asked Josh to do the bar and his girlfriend, Lydia, maybe able to wait at tables and will let Pat know in September. Two people will be needed behind the bar for the first 30 minutes or so but this will be a volunteer.

Jan will ask the young waiters if they can work that night too.

Vincent will need volunteer helpers in the kitchen on the Friday before and possibly during Saturday. Nikki Scarr is interested but a few more will be needed.

Sue will start taking payment for reserved tickets when she's back from holiday and is also sorting out Italian-themed decorations with Fancy Freds' owners but we may need to buy some this time.

6. 1940's night. Decided to go with the band Swing Zing who had recently emailed Niki F and they are available on Sat 16.11.19.

Price of tickets was discussed and decided on £15pp for 2 course meal with the band. **Niki F** to contact band.

ALL to think of main course ideas and decided to ask for donations of various puds.

Jan to ask Karen Rollings to book the dates in the Hall diary (Done)

David to publicise Save the Date (Done)

7. AOB

Panto - under consideration with Tom. He is hoping to get discussion going on this September/early October. It will be held in February 2020 as per last year.

b. A2 posters: **David** will order more A2 posters for Supper Night & F&C when he puts in order for film night posters. **Jan** has purchased 1 new A2 "A" board to replace the A1 board near the crossroads to The Narth and will erect it soon.

c. David suggested bringing back the Quiz Night in a new format - teams of 4, £1 entry pp, 8pm start, no food, bar open with bar snacks starting 24.10.19 (non-food nights). David will approach David & Gail Jones. (Update - D&G Jones are unable to assist at present. Sally sent David May a 30-question quiz to look at which she sourced online, Save the Date publicised). For discussion at the next meeting.

d. Pat is interested in offering a “Big Breakfast” on similar lines to the one held in The Narth, perhaps on a Sunday. For discussion nearer to Xmas.

e. Jan said she would like to see a coffee morning for all once the lift was installed and, if successful, perhaps held once a month. **Jan** will ask around especially the younger families in the village.

8. DONM Wed 11.9.19 at 7.30pm? TBC