

## Pelham Hall Management Committee Meeting Monday 6<sup>th</sup> July 2020 7:00 pm

**Present:** Adam Burt-Jones, Anne May, Geraint Thomas, Nikki Scarr, Andy Henstridge, Jan Harray, Tom Rigby, David May, John Bradley, Sarah Haeffner, Karen Rollings

1. **Apologies for absence:** Nigel Roles, Lance Rowell
2. **Acceptance of new Chairs:** Adam Burt-Jones & Nikki Scarr

All accepted new chairs. Adam and Nikki accepted roles.

### 3. Minutes of previous meeting (Attached)

- Accepted
- Agreement to make public
- Actions of matters not on today's agenda:

7. Resilience: ACTION: DM to discuss with AH and set up a cloud storage. AH been doing work on this. AH has put all PH files on G drive and shared with all on PH Gmail account. Need to know who will/has access to these documents. E.g. personal data. By law we need to keep records for lift for 6 years. **ACTION: AH**

Relevant committee members to document their roles.

**ACTION: AB-J/NS, AM, AH**

Find a different gmail address for the purpose of accessing these documents. **ACTION: AH**

8a. Deeds to Hall: ACTION: Andy to talk to Pat Moriarty. Andy has not been able to contact Pet. Not record of PH on the land registry. He has downloaded a form and for £7 can get a copy of the deeds. **ACTION: AH to apply to get deeds.**

8b. 100 Club prize for non-winners. Done

8c. DM to contact owner of Moorcroft re possibility of use of their field for parking. Not possible to use their field.

8d. Wedding charges: ACTION: JH AND KR to consider new price list. Revised price list, not published, because not put to committee. Usually wanted at w/es when cricket and dance is on. **ACTION: PENDING**

8e. Panto breakfast: ACTION Sally & Tom R. Done

8f. Chairs: ACTION: JH Done

### 4. Declaration of conflicts of interest - None

### 5. Treasurer's report

Bank Balance £26,727 Floats £772

Notable Figures

£10,000 grant

£3,500 paid for 6 year extended warranty for Stiltz Lift.

Louise Miller and Jon Petrie have donated their 100Club prize of £116.67 to the hall.

Income from Solar Panels for April, May & June is £380 and will be paid into our account at the end of August.

## 6. Committee sub-groups

- **Events Committee:** report of meeting held 5th Feb 2020 – that meeting was postponed

*Note from Sally Henley, Chair, Events Committee on 17th March 2020:*

*The main committee met last night and decided to cancel all social events for 3 months. The F & C van will be coming every Thursday from 6 till 7.30 but there will be no access to the hall. I've asked Niki to cancel the Kepow show and hope we can just postpone to a safer time.*

- **Premises report (JH)**

Incl Actions from last meeting:

4a. Action: JH to get a quote for a loft staircase and get Richie to install it. Done.

4b. ACTION: JH will get Richie to install blinds in Committee Room and behind the bar. Done

## 7. Funding of future projects update

- **Lift Project (AH/JH).** Maintenance: extra inspections etc: £585/year by paying for 5 years upfront, we have 6 years cover. Paperwork received by AH today.

Is there a risk assessment for the lift? JH looked into it..

**ACTION: JH to do this.**

**ACTION: AM: Include RISK ASSESSMENT ON NEXT AGENDA.**

- **Website future (DM/NS):**

*EMAIL REPORT FROM NS (6/7/20):*

*"Please find attached\* the results of the survey that went out to you regarding the website. The results were most encouraging and thank you everyone for your feedback. My thanks to David May for providing the questionnaire and report.*

*The following work needs to be completed :*

- *Feedback from the survey actioned*
- *Obtain the visuals for the Web site*
- *Community aspects extended*
- *Commercial aspects completed (e.g places to stay, services offered)*
- *Historical/Archive site*
- *Identify two people willing to take responsibility for updating the main site moving forward and Kenny train them.*

*It has been decided that the most practical approach for the historical/archive site is for David May is to develop a separate site for it and use a different Web site product called Word Press as it is more flexible so will make the migration significantly easier. This site would be able to accessed via the main web site but may have a different look and feel*

*This will add a cost of approximately £65 per annum for the first 3 years and £120 per annum after 3 years. These costs may be subject to annual inflationary rise but are inclusive of VAT. Squarespace is £171 per annum inclusive of VAT. The total costs per annum for the first 3 years will be £236 for hosting our web site solution.*

*Kenny has submitted his final invoice. Within the terms of the agreement he needs to complete the training and has a further 20 pages to complete. He has however been*

*incredibly helpful and put additional time in going through the current web site, attending meetings and fielding several questions from David and I. My recommendation would be to pay £650 and pay the final £100 on completion of the training and help on completing points 1, 3 and 4 (we will do the work but he will advise us)*

*Finally my thanks to David May, Tom Rigby, Antonia Pearson and Adam Burt-Jones for their support, advice and help. Our work will be complete when the site is live and it is in the hands of a couple of people to run it moving forward*

*Nikki Scarr*

*06/07/2020"*

Extra comments:

Lance Rowell has a drone – could take photos of Penallt? **ACTION: Nikki Scarr to talk to Lance**

DJM has requested photos of Penallt and was sent a couple.

Will expand the community side and also the commercial side (will ask for a payment for advertising b & b.

We need 2 volunteers to take responsibility for the community site.

For us to migrate the History site into SquareSpace would be very difficult. DJM's preference is that he develops a separate site, would need a different domain name, probably on Wordpress.

£171, Wordpress: £65/year for first 3 years then the price goes up. Approx. £236/year for first few years to cost. We will be recouping some back by advertising b & b.

Kenny sent in final invoice.

Has a further 20 pages to complete and to train the 2. She would like him to help points 1, 3, 4.

We will try to do them ourselves and get help from him to do them.

DJM would like to get the better version of WordPress which would cost £100.

**ACTION: DJM to look at WordPress and report whether it is the correct solution by email to the committee.**

Kenny: £30/hr roughly for ongoing support. He is happy to sign up to that. Maintenance contract not discussed with him.

**ACTION: NS to find out from Kenny.**

Committee asked if they can source Penallt images for use on the website

**POST-MINUTE NOTE from AB-J: My request for photos was met with the images on this link ( via retransfer ) <https://we.tl/t-v6od7bLlrP> @Nikki Scarr ? ( I can get higher resolution photos if needed of those that are low resolution ).**

## **8. Re-opening of Hall**

AB-J has been involved commercially with the opening of premises and stressed it is more complicated than it at might first appear.

Email from insurers (get from AH to include). Advice is tread with caution. Tennis is quite restricted.

**ACTION: AM put it in to be discussed at next meeting.**

After guidance changes then poss put into newsletter to get info from Welsh govt.

**Booking emails.** ABH has domain and can forward any emails as nec. Forwarded KR and JH now.

## 9. Update of ideas for upgrades to Hall.

- LED lighting. JH: 2 quotes before Covid. Electricians now back working. We still have a grant of £3000 waiting at MCC if we want to go ahead, quotes are for just under £10,000 and one just under £8,000 (both excl VAT) for exterior and interior. Survey by MCC showed operating costs will reduce. The Solar panels are helping to mitigate the cost.

**ACTION: JH Reconfirm the prices, chat to Lance and send it to all as an email.**

## 10. Car park resurfacing

We did not get a precise price of car park. Hard core from courts has been spread. KR will follow through (ask Rosie to contact JH). Possibly shingle? A community project to spread it.

**ACTION: KR**

## 11. AGM date and how to run it.

AGM date to be set along with consideration on how to run it. We can stall the AGM until we can have villagers able to attend in some capacity. View was that it is not realistic to hold a public meeting on a digital platform. ABJ will draft an email regarding how we might run an AGM and then discuss with a number of the committee. Suggestion was to target to the AGM in a couple of months, early September. The village needs to have 3 weeks' notice of AGM.

**ACTION: ABJ**

Anne May is resigning at the AGM as Secretary. It was agreed that "new, young blood" is needed on the committee, so all are encouraged to think of who might be approached to do this task.

**ACTION: ALL**

12. **Date of next meeting.** PROVISIONAL: Tuesday 1<sup>st</sup> Sept. 2020. AGM followed by a Committee Meeting.

13. AOB

---