



PELHAM VILLAGE HALL

PENALLT, MONMOUTH, MONMOUTHSHIRE, NP25 4AH

Registered Charity 524369

Pelham Hall Meeting Minutes

1st September 2020

Present: Nikki Scarr, Adam Burt-Jones, David May, Geraint Thomas, Sarah Haeffner, Jan Harray, Andy Hestridge, Nigel Roles, Tom Rigby, Karen Rollings

In the absence of an elected Secretary, notes taken by: Adam Burt-Jones

1. Apologies: Sally Henley, Lance Rowell
2. Previous Minutes Proposed by Sarah, Seconded by Geraint

Agreement to make previous minutes public, Agreed

Action List:

- Cricket club and Tennis Club. JH wrote to both, responses received from both about use of the Hall and Covid Risk Compliance
- KR confirmed party booking cancelled
- Website update. NS completed
- Resilience Planning. AH will set up an email account for the treasurer in Google. All content so far backed up. Conclusion is that setting up a separate email account with Google Drive account, to hand over all content, so that all content is in a single place would provide the most robust route. The existing email (treasurer@pelhamhall.org.uk) can forward to the Gmail account. **ACTION: AH and ABJ to chat and set up the email and Google Drive account.** Each meeting we can review available content and status.
- AGM, completed

3. No declarations of conflict of interest

4. Treasurers Report - nothing further to add in addition to the notes from the AGM

- Note: At the end of May 2021 AH will stand down with as Treasurer

5. Hall opening. ABJ discussed the potential opening of the Hall with the committee, explaining the principles of shared risk between the Hall and the users. It was agreed that each user group would complete their own risk assessment and cleaning after use. The Hall would produce a General Risk Assessment for use, setting out the general principles of how the Hall should be used, maximum occupancy, to include number and location of hand sanitisers. ABJ to prepare and initial report and draft Risk Assessment for A1 Dance. A full risk assessment and procedure with signage and sanitation stations will be prepared with the support of the committee.

ACTION: ABJ to draft initial study to pass on to committee for support with implementation.

6. Premises, Update below:

- LED lighting installation is now complete
- JH is re-doing the fire risk assessment
- Pest Control still visiting
- Another painting party, internal decs are being redone ahead of the opening
- Jan to continue as Premises Manager until May 2021



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- AH to install an addition external tap for the tennis club (to limit the number of Tennis club Users accessing the Hall and spreading Covid), on the North Wall
- Thanks to all the painting volunteers

7. Roles Matrix. ABJ to issue a list of responsibilities to each Committee member to review and agree, it is there to be a practical guide to assist each person in their role, especially as they hand over.

ACTION: ABJ will issue a draft ahead of the next meeting for review and comment.

8. Resilience update as part of the Action List above

9. AH has taken additional duties as part of website. AH to update and add content. DM updated on the additional site content on Wordpress.

ACTION: DM, AH and NS to meet to discuss, plus John Petri, to support the development of the site.

10. No updates from Committee sub groups

11. Date of next meeting. Monday 2nd November 2020 at 7pm.

12. AOB. None. Meeting closed at 20.05