

# Pelham Hall Management Committee Meeting Monday 23rd August 2021

7:00 pm

## DRAFT MINUTES

**Attendees:** Nikki Scarr (Chair), Adam Burt-Jones, Geraint Thomas, Andy Henstridge, Karen Rollings, Lance Rowell, Louise MacMorran (Secretary), Sally Henley, David May (part of meeting)

1. **Apologies for absence:** Cameron Lee, Tom Rigby, Sarah Haeffner
2. **Minutes of previous meeting** (previously sent with draft agenda)
  - 2.1. **Acceptance:** Proposed by GT, AH seconded (with one amendment – a typo - item 5 decreased by 150, should be under floats not stock). **[Action: LM to update]**
  - 2.2. **Agreement to make public:** Agreed
  - 2.3. **Actions and matters arising not on the agenda:**
    - 2.3.1. Cricket club loan – AH reported that the new cricket club Treasurer has been contacted but haven't heard anything from them as yet. AH to chase up. **[Action: AH]**
    - 2.3.2. A1 dance risk assessment – KR will chase for an updated risk assessment **[Action: KR]**
    - 2.3.3. Contactless payment method- AH noted that he had only bought one SumUp terminal rather than two due to technical difficulties with website. All set up and running. Works on Wi-Fi and on 3G sim card. Worked effectively at wake at hall today. Dealing with SumUp when have a problem has not been easy, difficult to get in touch.
    - 2.3.4. Painting and deep clean- NS noted that she would seek an update from Jan Henstridge (former premises manager) on actions in 3.5 and 3.6 from the previous minutes, as well as on the electric charging point, and provide this in writing to the committee. **[Action: NS]** The committee would discuss role of premises manager later. AH provided an interim update on behalf of JH: Mike hasn't responded to JH on painting timescales. Deep clean – the cleaners have been back in for two months despite hall having limited use so hall is clean, although to AH's knowledge a full deep clean has not been undertaken.

3. **Declaration of conflicts of interest:** None declared

#### 4. **Treasurers Report**

Figures reported: Total Income £3,068.33; Total Expenses £4,314.50; Bank £17,921.20; Floats £624.10; Stock £1,571. As noted previously, AH has purchased one SumUp card reader. There are 3 outstanding invoices from A1 Dance – payments went one term behind due to COVID restrictions. Invoices of £681.53, £266.18, and second half of summer due. Hope to get at least £681.53, the oldest invoice, back shortly.

#### 5. **Hall Opening (ABJ)**

The hall is now open! ABJ has written a new risk assessment. The onus of the latest Welsh Government advice is not applicable to halls and the original hall advice hasn't been rewritten. Still recommending 2m distancing in the guidance but limits of occupation have been released which is clearly conflicting - indeed there are a number of conflicts in the guidance. We therefore need to choose what risks we are happy with, and how we

use the hall as well as what events we agree to put on. We also need to explicitly decide what we *aren't* going to do. Hirers now need to write their own risk assessments which helps decrease our liability, although we can assist if asked. ABJ will work with KR and GT to work out what to say we can and can't do. **[Action: ABJ/KR/GT to agree events the hall committee would and would not be comfortable with.]**

KR recommended decisions on events continue to be made on a case-by-case basis. KR will continue to come to Chairs and checks whether requests are acceptable or not. Other events in the diary are Rosie's wine tasting fundraiser and an enquiry about child's party at end of September. NS and ABJ have signed off both of those. However, KR recommended that weddings continue to be declined on a standing basis. It was agreed that a further discussion was needed on weddings – it was too much work for the committee alone. **[AH noted some of the logistical challenges, including the hall being used on Saturdays for dance classes and the cricket club using the grass at the back. We could perhaps look for a wedding organiser in the village to take responsibility for running it all. SH suggested the events committee may be able to take on the responsibility for this. Action: LM to add weddings to agenda for next meeting]**

On the risks around events, NS noted that there was an initial debate over the recent wake, but all went smoothly with c. 50 people there. It was noted that the team at the hall did all the right things with ventilation etc. However a risk assessment was not completed by the hirer due to a recent bereavement. AH will instead put together a retrospective risk assessment stating what was done. **[Action: AH]**

DM noted that he is frequently asked what's happening at the hall – are we ready to make a statement to put in newsletter? Could also ask who might agree to be a wedding planner. ABJ volunteered to write something once decisions had been made. **[Action: ABJ]**

## 6. Premises Report (JH/NS)

JH was unable to attend, NS volunteered to get a wider update from JH along with update on items in 3.4. **[Action: NS to provide update to committee]**

## 7. Premises Role (NS)

NS has been working to get this role covered. Ann and Sarah could do fire extinguisher check. Ian Bristow is going to do the service and regulatory aspects of role. Cleaning management – Sally has volunteered to take this on with the events committee. Maintenance -NS/AH have asked Richie if he wanted to work for the hall on a retainer but he has indicated he does not wish to do this. AH will ask if he could perhaps do a monthly maintenance check. **[Action: AH]** Bob Scarr has volunteered to cover the maintenance part in the short term while the committee gets something organised. Management – the events team can do this after any event they are responsible for, and we could also perhaps get a rota for additional checks once a week. NS will make sure the building reports happen. AH noted that the most significant common issue is chairs piled up on the outside of fire exit. GT enquired if we could fine repeat offenders (likely the cricket club who do this). It was agreed signage should be put up to prevent people doing this. NS also noted a checklist would be helpful to ensure new committee members knew what to check for when surveying the hall. **[Action: NS to commission JH to provide checklist and to arrange signage regarding chairs and fire exit.]**

## 8. Events (SH)

No events have been planned yet. Sally is thinking about the first event being a BBQ or open air event and noted the committee would need to meet soon to agree an events schedule for now until approximately Christmas. One idea is a family outdoor event with the fish and chip van or other pop-up catering there. It could be earlier in the day or at the weekend rather than in the evening. Another option is e.g., a treasure hunt so no need to be based specifically in the hall itself. A decision also needs to be made about whether we will be going to go back to doing Thursday night suppers again. There was a discussion about whether advice was needed before we could decide on events; ABJ and NS noted that the responsibility was now on individuals and companies and stating how we are managing the risks in a risk assessment. The events committee should put forward what they are comfortable with and the committee can agree the plan. **[Action: SH and events committee to put forward suggestions of events.]**

## 9. Wye Valley Villages Plan (DM)

This plan began with the AONB, then through the TUCC St Arvans, Tintern and others got involved, as did MCC. Arup has been hired as the consultant for the project and is now looking for feedback on the Stage 2 report they have produced. This project is getting lots of publicity, so we need to take seriously. Pelham Hall and Humble by Nature are both mentioned by name but neither were consulted. 9 villages have been selected as test cases. There is a diagram in the report showing the village and the proposals for it. The icons for Pelham Hall include co-working, digital skills, shared space design, scenic trail, restaurant, and public Wi-Fi. There are three village gateways including one on the junction between hall road and Monmouth and one at the Baptist Chapel. The diagram illustrates where the 20mph signs are going to go, as well as the electric bus stop and gateway feature (probably a sign). Members of the public are invited to visit the virtual engagement room which provides info and the opportunity for feedback. Question for the committee - what do we think, and how do we respond?

NS commented that the virtual engagement room seemed to be aimed entirely at individual members of the public, although we could try to comment on the Pelham Hall proposals as a body. It was, however, unclear what was being proposed for the hall. DM commented that it would probably be worth the committee commenting if we had any strong views, for example on the restaurant proposal. GT noted that the consultants clearly haven't yet thought through issues e.g., could we even get BT fibre to provide Wi-Fi, is a restaurant feasible etc. Also a question of how we could/should staff a restaurant. AH questioned if it was worth replying. ABJ commented that it would be good to have a voice in the process given the report doesn't appear very informed about the matrix of villages. Would be helpful to respond as a committee and note that we are a key stakeholder. Building on this point, GT commented that it was probably worth contacting other villages to club together and say we want our voices heard. DM noted that most of the 9 villages are part of TUCC so we could engage through TUCC. It was agreed that DM would engage through the TUCC to engage other villages in this process to secure a voice for the villages and that ABJ will write something for DM to use to engage with, as well as replying directly to the report. **[Action: ABJ and DM]**

## 10. Governing Documents (AH)

An update was undertaken in 2015 to make an amended document, updating the 1965 conveyance and in an effort to make a stand-alone document. However, unfortunately some of the notes from the original document were not copied into the amended document so it was not stand-alone. We believe the missing clauses should have been repeated verbatim as they are prefixed with i.e. Whilst in the processing of making these adjustments we thought it might be timely to compare what we have with the model constitution for an unlimited charitable constitution. We referred to the same document as was used in 2015. There are a number of things in there that we don't need, but also some we want to add. DM has drafted a marked-up document from the amended document which adds the extra clauses. AH thinks we need to add some additional content e.g. so we know exactly how to elect new members at the AGM (what we do outside of the AGM is not clear). Co-option of trustees is contained in the 1965 conveyance but not the amended document. Therefore we need to merge them, draft a single document, and submit it to the Charities Commission for approval. For the next meeting will have finished a marked-up document for everyone to go through and agree. **[Action: AH to send ahead of next meeting]**. Once approved this document will be our single governance document.

#### **11. Resilience Update (AH)**

Everything AH has is now uploaded onto the cloud, just need to chase people to check all documents have been/are uploaded. Everything is all aligned with the Treasurer's email address for easy access for new committee members in future.

#### **12. Website (NS)**

The website is operating well with a reasonable number of hits which should increase as the activity in the hall and the village increase.

#### **13. AOB**

13.1. Co-opting of Ian Bristow as mentioned under item 8– SH proposed, AH seconded the motion which was passed. Ian Bristow will have the opportunity stand formally at the next AGM for the position.

#### **14. Date of next meeting - Monday 4<sup>th</sup> October**

The meeting closed at 20.17.