



PELHAM VILLAGE HALL

PENALLT, MONMOUTH, MONMOUTHSHIRE, NP25 4AH

Registered Charity 524369

Minutes of Pelham Hall Committee Business Meeting

13th June 2022 6.30pm at Pelham Hall

Attendees: Sarah Haeffner (SHa), Andy Henstridge (AH), David May (DM), Nikki Scarr(NS), Lance Rowell (LR), Sally Henley (SH), Adam Burt-Jones(AB-J)(Chair),

1. Apologies for absence: Geraint Thomas (GT), Karen Rollings (KR), Ian Bristow (IB) Cameron Lee (CL), Anne May (AM), Tom Rigby (TR) Nigel Roles(NR)

2. Minutes of previous meeting

2.1. Accepted

2.2. Agreement to make public: proposed by NS seconded by SHa

2.3. Matters Arising

2.3.1. The pantomime clothes have been moved from the cricket changing rooms and are in the attic and the showers below the tennis room. **Closed**

2.3.2. Cameron Lee to verify if showers need mending: **Action: CL**

2.3.3. AH confirmed copies of past minutes filed **Closed**

2.3.4. NS followed up outstanding issues with Richie and Jones Electrics. – **See Premises**

2.3.5. Volunteer for strimming found . **Closed**

2.3.6. **IB:** to follow up replacement emergency lighting and Fire risk assessment- **See Premises**

2.3.7. NS sent e-mail to Tennis Club and meeting has taken place - **Closed**

2.3.8. DM Published message in newsletter to gauge the feeling of those in the village as to what we could do to assist the Ukrainians. Limited response but general feeling was by providing assistance to those who are hosting Ukrainians - - **Closed**

2.3.9. **NS:** to form group to discuss and provide recommendations to increase hall usage. **See Increase Hall Usage.**

2.3.10. **ABJ:** To resurrect group to consider the long term vision for the hall, see **Long Term Vision of the Hall**

2.3.11. AH/IB: to discuss and present proposals to next meeting for rewording the governing documents for submission to the Charity Commission. See **Governing Documents**

2.3.12. NS to arrange an environmental audit , this has not been completed but will be done later this year as not highest priority. Action: NS

2.3.13. AH: to apply for a 75% grant from the TUCC for hearing loops. AH will do this and consult with AB-J re most suitable hearing loops
Action: AH

2.3.14. NS: Arrange the acquisition and installation of the defibrillator cabinet – NS to ask TUCC re the possibility of getting a grant. Action: NS

3. Declaration of conflicts of interest: NONE

4. Treasurer's report

4.1. Numbers

1st April 2022 – 6th June 2022

Total Income £4611.62

Total Expenses £4980.98

Bank £19,119.60 + £220

Floats £436.3

4.2 Platinum Jubilee

Glasses and Printing - Amy Jenkins £176.60 £470.43

Flags/Bunting £22.99 Jubilee Mugs £205.85

Charcoal - A.Henstridge £39.99

Band Travelling Expenses £25.00

Ice Creams - Pat Jones - 55 sold cost £1.20 each £66.00

Food for BBQ - Pat Jones £275.58

Ticketsource fees £51.80

Estimate cost of bar stock (45% profit) £716.93

£1,580.74 Total Expenses

Jubilee Celebrations – Cash float bar £389.00

Jubilee Celebrations - Sum-Up bar £914.50 £ 1303.50

Jubilee Celebrations - Ice Cream Sales £110.80

Ticket sales £675.00

Grant £470.43

£2,559.73 Total Income

£979.00 Profit for Platinum Jubilee.

Money raised from the Tombola went to charity

4.3 Annual Website Costs

Organisation	Item	Renewal Date	Cost
Squarespace	Main Website	26 th March	£216.00
123-Reg	Wordpress Site (hosts annexe.penallt.org.uk pages)	19 th Dec	£71.86
	Host domain penallt.org.uk	28 th June	£14.39
	E-mail address (webmaster@penallt.org.uk)	28 th June	£43.06
TOTAL			£345.31

4.4 TUCC Grants

The following TUCC grants have been received

1. Jubilee Celebrations - £470.43
2. Non-Domestic Rates - £856.00
3. Utility Bills - £500.00
4. AH has requested information to apply for a 75% grant towards £800 Hearing Loop

4.5 Energy Costs

Brief discussion re energy costs. Currently we are paying 16p per kilowatt hour until September 2023. AH to obtain quote for battery. Action: **AH**

5. Premises report

- 5.1. All maintenance issues are complete, there is only one outstanding issue which is the delivery of a part from Jones Electrics for the commercial dishwasher. Action: NS
- 5.2. Ian Bristow was not at the meeting but had sent note with the following:
 - 5.2.1. Emergency lighting units have had replacement batteries fixed.

5.2.2.The heater in the main hall is not working but the box cannot be accessed without dismantling part of the cabinet. It was agreed that IB should obtain a quote to repair. Action: IB

5.2.3.Ian is getting a quote to relocate the Fire system box from the kitchen to the main entrance hall . Currently it can only be accessed by standing on ladders . Action IB

5.3. Security was discussed, Tom Rigby to investigate additional cameras by each door and report back to next meeting. Action: TR

5.4. Skip. It was agreed that we should get a skip and have a clear up. Decision required re downstairs tables and chairs and if they are still required. Action NS

5.5. Storage. Whilst a short-term solution has been found a longer term resolution is required, to be discussed as part of the long term vision. Action: AB-J

5.6. Recycling. It has been agreed to have a pickup facility for waste from hall. The following are required: Waste Transfer Note , Red and purple bags and 2 glass boxes. This should be within the budget of £250 per year. SH chasing a response from MCC. Action: SH

6. Events

6.1. 20 people have been trained to do the bar. Extra volunteers may be required to meet demand. DM to put piece in newsletter to encourage volunteers for bar. SH raised option of paying others to do the bar. Action: DM

6.2. Discussion re options available for Thursday nights. Instead of re-establishing the supper nights where volunteers made the meals. Consideration is being given to using pop ups such as Korean Noodles Bar etc

6.3. Platinum Jubilee An amazing success . Only concern was level of food waste. In future possibly provide a more simple barbeque offer with reduced requirement for food from volunteers

6.4. 25th June , Comedy theatre show with improvisation. This needs to be pushed as ticket sales slow

6.5. Film Night taking place with the film Belfast being shown

6.6. Quiz Night on July 7th

6.7. Moroccan Meal on 17th September cooked by Vincent (who also did the Italian and French meal). Discussion regarding ticketing system, where high ticket price and small volume better to do manually than use Ticketsource.

7. Increasing Hall Usage

No action has been taken since previous meeting. Further input will be sought prior to next meeting from the groups that use the hall Action: NS

8. Long Term Vision for the Hall

No action has been taken since previous meeting. AB-J to finalise group members and arrange meeting Action: AB-J

9. Wye Valley Villages Plan

David explained that Stuart Geddes has been co-opted to the TUCC as the 3rd councillor. The first things to be implemented from the Wye Valley Village Plan will be the creation of village gateway signs + 20mph speed limits (1)

10. Governing Documents

No action since previous meeting. AH will report back next meeting Action: AH

11. Halls Together and Mentoring

being formally set up, constitution written and registered with the Charity Commission

Action: DM

12. AOB and Date of Next Meeting

The next meeting is provisionally scheduled for 15th August 2022 at 6.30pm. NS to investigate if Tuesday would be a better day and whether 6.30pm or 7pm better. Action: NS

ANNEX – Summary Action List

1. **CL:** Verify if showers need mending.
2. **AH/NS/AB-J:** Ensure updated copies of minutes filed
3. **NS:** To arrange environmental audit later in the year
4. **AH:** to apply for a 75% grant from the TUCC for hearing loops.
5. **NS:** Arrange the acquisition and installation of the defibrillator cabinet
6. **AH:** To obtain quote for battery
7. **NS:** Follow up outstanding part for Commercial Dishwasher from Jones Electrics.
8. **IB:** To follow up the repair of the heater in the main hall
9. **IB:** To obtain quote to relocate the Fire system box from the kitchen to the main entrance hall
10. **TR:** Tom Rigby to investigate installing additional cameras by each door and report back to next meeting
11. **AB-J:** To consider increase of storage as part of long-term plan
12. **DM:** to have meeting re mentoring Raglan Village Hall
13. **NS:** to investigate best day and time for hall business meetings
14. **DM:** to put piece in newsletter to encourage volunteers for bar
15. **NS:** Further input re increasing hall usage prior to next meeting from the groups that use the hall
16. **AB-J:** to finalise group members and arrange meeting