

## Pelham Hall Committee Business Meeting

11th October 7.00pm at Pelham Hall

**Attendees:** Geraint Thomas (GT) (Chair), Sarah Haeffner (SHa), Steve Northedge (SN), Andy Henstridge (AH), Ian Bristow (IB), Sally Henley (SH), David May (DM), Tom Rigby (TR) Karen Rollings (KR)

1. **Apologies for absence:** Nikki Scarr (NS), Cameron Lee (CL), Adam Burt-Jones (AB-J), Lance Rowell (LR)

2. **Minutes of previous meeting**

2.1. **Accepted:**

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

4. **Matters Arising**

4.1. **ACTION: CLOSED**

4.2. **ACTION CLOSED**

4.3. **ACTION: CLOSED**

4.4. Hearing Loops: AH to write to TUCC asking if they will accept a single quotation.

**ACTION: AH**

4.5. **NS:** Defibrillator funding is approved. Casing identified, TUCC to be asked if they will fund, if not PH to fund. **ACTION: NS**

4.6. **ACTION CLOSED**

4.7. **NS:** Dishwasher still leaking new part has not fixed the problem. Moved to Maintenance **ACTION: CLOSED**

4.8. **IB:** One heater in main hall has no power. Quote for Electrician to be arranged to resolve power to heater moved to maintenance **ACTION: CLOSED**

4.9. **ACTION CLOSED**

4.10. **IB/SN:** Following a security review by IB/SN it was agreed that two additional cameras would be the most cost effective and simple solution to preventing doors being left open. SN to progress with TR **ACTION: SN**

4.11. **AB-J** to consider long term storage as part of long term plan, ongoing. **ACTION: AB-J**

4.12. **ACTION: CLOSED**

4.13. **ACTION CLOSED**

4.14. **DM:** SH to provide DM with text, DM to put piece in newsletter to encourage bar volunteers.

**ACTION: SH/DM**

4.15 **ACTION CLOSED**

4.16 **ACTION:CLOSED**

5. **Treasurer's report: (AH)**

**TREASURER'S REPORT 1<sup>st</sup> April 2022-10<sup>th</sup> October 2022**

Total Income:	£19,543.63
Total Expenses:	£14,707.13
Bank:	£23,594.15
Floats:	£458.20

**TUCC Grants**

1. Domestic Rates - £856.00 - applied for
2. Utility Bills - £500.00 - applied for
3. Hear Loops - TUCC require 2nd quote- awaiting quote from Brecongate Building Solutions.

**Loans**

Cricket Club

Outstanding Balance £2,387

Offset £350 rent and repaid £650

Tennis Club

Outstanding Balance £3,059

Offset £700 rent and repaid £300

Outstanding loans to £5446

**Events**

## **Classic Car Show**

### Income

Entrance Fees	£455.14
Draw	£225.00
Bar	£401.00 Profit @40% £160.40
Cakes and Sandwiches	£516.53
Food vans	£58.00

### Expenses

Printing Posters	£39
Hire of Cricket Field	£141.35
Grass Cutting	£50.00

Funds Raised for Pelham Hall £1,184.72

## **Moroccan Evening**

### Income

Ticket Sales	£1440.00
Wine	£470.00 Profit £56.25
Bar	£344.92 Profit @40% £137.97

### Expenses

Vincent	£1240
Wages	£205.00

Profit £189.24

## **General Notes**

1. Annual Accounts are ready for signing and then to be filed with the Charity Commission.
2. Signatories for Bank Account
3. Bar Float paperwork. AH to send out instruction to photo bar float. **ACTION: AH**

NS/AH to write to the Car Show organisers thanking them for their efforts. **ACTION: NS/AH**

## 6. Premises Report (SH, IB)

Status of TC building tennis viewing area: Not being progressed by TC. **ACTION: CLOSED**

**Fire Risk assessment:** Assessment almost complete and will be available by 21/10/22. There are some ongoing actions, including the need to do a fire drill (will be organised for a Thursday evening), the need to ensure clubs/events co-ordinators are aware/trained and that anyone hiring the hall is also aware of fire safety issues. I will circulate the finalised report as soon as available so that everyone on the committee is aware of content. **ACTION: IB**

**Monthly checks:** All up to date. The existing fire control panel is being moved on 28/10/22 from kitchen to foyer.

### Fire Risk Assessment:

Fire Assessment Risk document cascaded to committee members for review with these minutes.

1. To all trustees of the hall. It is important that everyone understands fire risk protocol and their responsibilities as trustees - clearly, if anyone has questions, they can speak with **IB**.
2. Representatives of clubs that use the hall are responsible for ensuring that their members understand fire safety at the hall. Again, any questions can be directed at **IB**.
3. Anyone that engages with hirers of the hall are responsible for ensuring that the hirer understands fire safety at the hall and that they take responsibility for any attendees. In this respect, it would be good to see a copy of the hire T&C's, to check that we are adequately covered. The fire risk assessment document should clearly be shared with regular hirers as well, such as yoga, ballet, table tennis etc.

**Wall Heater:** Still have issue with wall heater not working in main hall. IB and AH to dismantle existing cabinet in readiness for 28/10 so that electrician can gain access to component, review and provide quote to resolve. **ACTION: IB**

**Burglar Alarm:** Agreement reached that existing burglar alarm will not provide solution for access issues seen at hall, due to high number of access cards in circulation which would mean all holders would need to know code and be aware of how to arm/disarm system. Also, access to the system is restricted as in locked kitchen. It was agreed that additional CCTV cameras be installed. **ACTION: TR**

### Premises:

Doors still being left open hence installation of additional cameras.

People hiring the hall to be asked to remove rubbish themselves. **ACTION: KR**

Looking to hire a local cleaner ( Monmouth) **ACTION: SH**

Filing Cabinet of PH documents to be stored **ACTION: AH**

Confirm that Fire Drill information is in T&C's **ACTION: KR**

Fire Drill date to be identified ( One Thursday night) **ACTION: IB**

**Furniture/Carpet cleaning:** SH presented a proposal from Applegreen Carpetclean.

Deep clean and sanitise 50 red stacking chairs	£550
Deep clean and sanitise 14 tub chairs	£210
Salvage clean function room carpet	£266
Subtotal	£1,026
Discount @12%	£123.12
Total	£902.88

Estimate that the work will take 2 full days minimum. Quote includes a deep clean and restore the area in front of the bar FOC.

It was agreed to approve the work, SH to progress

**ACTION: SH**

### **7. Events (SH)**

Events list as follows:

Thursday Social nights with F & C ongoing

8/09	Quiz
9/09	Film - The Duke
24/09	Moroccan meal
29/09	Wendy Searle talk
14/10	Film - Operation Mincemeat
11/11	Film - Phantom of the Open
12-13/11	Beer Festival
18/11	Wine tasting
9/12	Film - Elvis
22/12	Xmas Social night ( No F & C )

**8. Christmas:** Decoration of the bar area to be undertaken for the 22nd.

**ACTION: SH**

**9. Volunteers (SN)** Postponed until next meeting.

**10. Increasing Hall usage:** Following a discussion it was agreed that external bookings for the Hall would be reviewed on a case by case basis. This was to ensure that the respect of the facilities and the Volunteers themselves would be upheld.

### **11. Long Term Hall usage.**

Multiple suggestions were discussed. Circuit training, Snooker Table, Workplace setup, admin Court.

Action for all Committee Members to submit their suggestions to AB-J and NS prior to the next meeting.

**ACTION: ALL**

### **12. Long Term Funding (AB-J)**

It was agreed to review this item going forward to determine what additional funding might be available for PH.

### **13. Governing Docs**

Gareth Kiddie has replied saying our approach to open membership is workable.

The Charity Commission have confirmed the following points :-

a) Pelham Hall is an Unincorporated Charity.

b) It is possible to rewrite the clauses regarding purpose and dissolution using contemporary luggage and up to date references and suggest we do and submit for approval.

c) They have provided copies of all the documentation they hold for the charity. This includes a 1966 Conveyance that shows Pelham Hall was vested with the Official Custodian for Charities on 22/11/1966. This ties in with the instruction contained in the 1965 Conveyance.

Copy of the document: Appendix A

### **14. AOB**

AB-J proposal to install public bike repair stand at the Hall was discussed and the collective view was that the Hall location was not appropriate as local cyclists would return home to repair their bikes and cyclists visiting the area would not know it existed.

Date of next meeting: 22nd November 7pm.

Appendix A



Sealed 22nd November 1966.

3349  
66

County - Monmouth.  
Parish - Trelech United.  
Place - Penallt.  
Charity - Village Hall.

L.  
131,417.

Stamp 10s.

Order for vesting in Official  
Custodian for Charities.

C H A R I T Y   C O M M I S S I O N .

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In the matter of the Charity known as the Village Hall,  
at Penallt, in the Parish of Trelech United, in the  
County of Monmouth, comprised in a conveyance and  
declaration of trust dated the 5th May 1965; and  
In the matter of the Charities Act, 1960.

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THE CHARITY COMMISSIONERS FOR ENGLAND AND WALES HEREBY  
ORDER that the land specified in the schedule hereto shall  
vest forthwith in the Official Custodian for Charities for all  
the estate and interest therein belonging to or held in trust  
for the Charity.

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S C H E D U L E .

Land with the buildings thereon known as The Pelham Hall  
containing 750 square yards or thereabouts situate at Penallt  
in the Parish of Trelech United in the County of Monmouth  
being part of the land numbered 400 on the Ordnance Survey map  
(1881 edition) being the land comprised in the above-mentioned  
conveyance and declaration of trust dated the 5th May 1965  
and made between Barclays Bank Limited of the one part and  
Arthur Dory du Heaume and two others of the other part.

Sealed by Order of the Commissioners this 22nd day  
of November 1966.

L.S.

