

Pelham Hall Committee Business Meeting
21st March 2023 7.00pm at Pelham Hall

Attendees: Andy Henstridge (AH) (Chair), Sarah Haeffner, (SHa), Steve Northedge (SN), Ian Bristow (IB), Sally Henley (SH), David May (DM), Wendy Boycott (WB), Cameron Lee (CL), Lance Rowell (LR). (Simon Angell attended to present a future finance system)

1. **Apologies for absence:** Geraint Thomas (GT) ,Karen Rollings (KR), Tom Rigby (TR), Nikki Scarr (NS)
2. **Minutes of previous meeting**
 - 2.1. **Accepted:** (SHa), (SH)
 - 2.2. **Agreement to make public:** (SHa), (SH)
3. **Declaration of conflicts of interest:** NONE

Matters Arising

Funding for the Hearing Loops to be applied for in March **ACTION: AH**

Addition Fire Extinguisher to be provided for Ladies Changing rooms **ACTION: IB**

4. Treasurer's report (AH)

TREASURER'S REPORT 1st April 2022-21st March 2023

Total Income:	£40,083.12
Total Expenses:	£31,105.08
Bank:	£27,907.57
Floats:	£328.30

TUCC Grants

1. Domestic Rates - £856.00 - paid
2. Utility Bills - £500.00 - paid
3. Hear Loops - 75% of £1066
4. Display Fridge - 50% of £1440

PANTO

Income

Ticket Sales	£3567.36
Extra Ticket	£11.00
Bar Sales	£2530.25
Ice Creams	£51.00
Programmes	£345.55
Raffle	£376.00
Adverts in Programme (£125 outstanding)	£55.00
Recordings of Performance	£50.00
Total	£6986.16

Expenses

General Expenses	£668.94
Equipment for Sound System	£669.89
Ticket Source	£281.71
Bar Stock	£1265.00
Total	£2885.54

Profit **£4100.62**

AONB Grants

Deluxe Repair Bike Station and Pump Bundle- Total Cost £2640

Electric Showers - Total cost £1052.98

Grand Total of funding provided by AONB - £3692.98

5. Simon Angell presentation

Simon delivered a presentation on a finance system that would provide a much greater level of detail and therefore potential analysis on the Hall costs. Simon is intending to stand for election at the AGM

6. Premises Report (SH, IB)

Emergency Lighting

A presentation was delivered by IB at the meeting. Discussion held around the need to replace batteries in all emergency lights, as a quick inspection has revealed that they are all 5-6 years old and should be replaced every 4 years. As a result, we are seeing a number of units failing to remain illuminated after a period of 1-3 hours (a requirement of legislation). Different options discussed and agreement was to look to replace, and source, batteries ourselves.

First step is a full survey of all units to ascertain exactly what batteries are needed (in number and design). If it is identified that the lights will need to be replaced we need to identify ones with plug in batteries for ease of maintenance.

Going forward, regarding testing the lights, a full test of 1 hour is the test period requirement.

This will help preserve the battery life and will mean they are more likely to stay on for a longer period in the event of an emergency.

IB will need help from competent volunteers to do this first step (and subsequent installation) which is to be completed by end of April with a view to replacing all batteries by end of May. Initial volunteers are Lance and David. **ACTION LR/DM**

Premises Report - General

Desk removed from entrance hall.

Cricket Bench to be relocated to decking at the rear of the Hall **ACTION: SN**

Coronation Event: Timing and content to be determined **ACTION: SH**

Quote for new flooring in entrance hall to be obtained **ACTION SH**

Storage options discussed at the meeting. SN raised the possibility of the loft area above the bar could be used for storage, a suggestion from Bob Scarr which was discussed. **ACTION: SH**

Wall Heater in main Hall needs to be fixed. **ACTION: CLOSED**

Hall Hire T&C's to be checked to ensure that Fire Drill Procedure is up to date **ACTION: NS**

7. Events (SH)

PANTO was a reported as a real success, but storage is required for the Props and clothing etc.

Film Night was discussed and it was agreed to run again through Spring and review

Greek night interest was only 12 tickets sold to date. Decision by end of March to GO/NO GO

Coronation Event: Timing and content to be determined **ACTION: SH**

8. Future of Hall/Survey

A revised version of the survey was presented for comment at the meeting.

The current mailing list reaches 46% of the village population. It was agreed that advertising on the Newsletter, email and the Hall FB page would get as good a cover as possible. It was agreed to generate a postcard type flyer to be posted to all Penallt residences highlighting the fact that the survey was going to be available soon and a link on how to access the survey was to be detailed on the flyer.

SH to arrange production of the Flyer. **ACTION :SH**

9. Governing Documents

Document completed and ready for approval/sign off. **ACTION: AH/NS**

Summary of actions:

Funding for the Hearing Loops to be applied for in March	ACTION: AH
Addition Fire Extinguisher to be provided for Ladies Changing rooms	ACTION: IB
Hearing Loops - AH to apply for funding	ACTION:AH
Document completed and ready for approval/sign off.	ACTION:AH/NS
DM has requested that we install black blinds as a black out for films	ACTION:SH/NS
Cricket Bench to be relocated to decking at the rear of the Hall	ACTION: SN
Survey Village Flyer- SH to arrange production of the Flyer.	AC-
TION :SH	
Coronation Event: Timing and content to be determined	ACTION: SH
Quote for new flooring in entrance hall to be obtained	ACTION SH
Storage options to be determined	ACTION: SH
Emergency Lighting Review	ACTION:LR/DM

Cellar decorating if you have a view on colour talk to Richie). We then need to decide what it is going to be for and if necessary put shelves in. **ACTION: CLOSED**

Qualified electrician required to fix the wall heater in the main hall. **ACTION: (CLOSED)**

Storage under back stairs needs to progress, AH to give Ash a deadline to pick up white tables so we can progress optimising the storage there. **ACTION: (CLOSED)**

Hall Hire T&C's to be checked to ensure that Fire Drill Procedure is up to date **ACTION: NS**

Survey: A revised version of the survey to be produced incorporating the input from the meeting.

ACTION:
CLOSED

Governing Document: Meeting on Monday the 23rd to finalise the document **ACTION: CLOSED**

Lucinda James is offering a free of charge environmental audit of the Hall **ACTION:CLOSED**

Bike Station: Devauden Hall have an installation in place NS to visit and report back at next meeting **ACTION :CLOSED**

AOB

AH (Chair for this meeting) announced his intention to resign as a Trustee at the AGM in May.

Date of Next Meeting Thursday the 25th of May. AGM to follow on from that meeting. It was agreed to offer a free drink to encourage attendees