

**Pelham Hall Committee Business Meeting**  
**25th July 2023 6.30pm at Pelham Hall**

**Attendees:** Nikki Scarr (Chair) , Sarah Haeffner, (SHa), Steve Northedge (SN), Ian Bristow (IB), Sally Henley (SH), Geraint Thomas (GT), Wendy Boycott (WB), , Lance Rowell ( LR), Tom Rigby (TR), Simon Angel (SA), David May (DM).

1. **Apologies for absence:** Karen Rollings (KR), Cameron Lee (CL).

2. **Minutes of previous meeting**

2.1. **Accepted:** (IB) , (LR)

2.2. **Agreement to make public:** (LR), (IB)

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

**Matters Arising**

Flyer to be distributed to homes in Penallt. IB to create a distribution list **ACTION CLOSED**

Fire exit door to be adjusted **ACTION IB**

Waste disposal - no legal requirement **ACTION: CLOSED**

Hall decoration two no bids received, stopped the third waiting to hear the outcome of our funding request to the TUCC. This is being considered on September 18th **ACTION: SA**

**4. Survey results**

The survey results were presented by SN. It was agreed that a summary list of the suggestions would be provided with priorities by SN within 1 week. **ACTION: SN**

It was agreed that the results summary would be sent out to the village **ACTION: DM**

It was agreed to set up a WhatsApp group for Pellham Hall **ACTION: TR**

Some feedback relating to the website was discussed. It was agreed feedback on the diary detail such as contact names and numbers would be sent to Bob Scarr.

**ACTION: DM**

An 'events button' on the initial page was discussed to simplify navigation so the people could see what events were on at the Hall more easily. DM to investigate

**ACTION: DM**

It was agreed that a meeting to discuss the suggestions would be organised

The priorities will be assessed in terms of value, cost and speed of implementation with a view to determining ' quick wins **ACTION: ALL**

## 5. Treasurer's report (SA)

### TREASURER'S REPORT July ( up to and including July 24th)

Total Income :	£2,982
Total Expenses:	£5,776
Total Expenses minus loan repayments	£2,171
Bank:	£26,865
Floats:	£415.65
Income progress to budget - YTD	£9,731 ( £44,321 Annual budgeted )
Expense progress to budget - YTD	£15,064 ( £34,333 Annual budgeted )

#### Highlights

- Final Payment of £2,101 made against Cricket Club loan.
- Final payment of £1,504.82 made against the Tennis Club loan.
- A1 Dance paid outstanding invoice of £1,345
- Excluding loan repayments, income was greater than expenses.
- Replacement fridges paid and installed.
- Grant application made to TUCC for entrance hall flooring and decoration £4,270 - 50%

#### 6. Investment Priorities

-Building roof has two leaks, costs being determined. Work is currently delayed due to the wet weather would wash away the mortar as the repair is to the roof gullies

##### **ACTION: SA**

- Car Park entrance damage highlighted as a potential issue
- 4/5 spindles on veranda are rotten require replacement **ACTION: TBA**
- 2 windows in TC room require replacement, TC to be asked to contribute **ACTION: SA**
- Storage space project, Bob Scarr to present plan with costs.
- Sub group to be created to look at all storage options, members TR/SH/BS/SA **ACTION:ALL**
- Storage sub group to meet with Bob Scarr to review costs for the storage project. **ACTION SA**
- Bar refurbishment to be placed on hold for the foreseeable future.

It was agreed that building maintenance issues needed to be addressed as a priority. Once costs for the critical issues were understood plus storage options were fully costed then spending priorities needed to be voted upon, potentially at the next meeting.

## 7. Premises report (SH/IB)

### Emergency lighting

Phase 1 - Internal Lighting. All of the standard lights have been replaced, two new LED lights have been purchased but not yet installed. The unique lighting within the main hall still have to be replaced.

**ACTION: IB/SA**

Phase 2 - External lighting. None of the external batteries have been replaced yet, as the focus was on the internal lights.

**ACTION: IB/SA**

### Fire Exit

Door is still being jammed open. It was agreed to look at options to replace/fix the door so it can be opened and shut more easily. work being done at the same time as roof gully repair.

**ACTION: SA**

### Waste Disposal

Discussion on the requirement to provide disposal facilities for Nappies etc. **ACTION: CLOSED**

### Hall Decoration

TUCC funding is being discussed at the TUCC meeting of September 18th. . It was suggested that the corridor could be started with volunteers in lieu of the TUCC decision.

**ACTION:**

### NS/SH

#### Fire Checks

Fire extinguisher checks due August 1st.

**ACTION: IB**

Changing room extractor fans not working, need to be checked

**ACTION: IB**

#### Building snag List

IB and SH unable to take on additional tasks. SA agreed to create a snag list to be rectified by a contractor.

**ACTION: SA**

Management of the contractor not yet determined.

**ACTION: TBC**

NS to provide the text for the Building Maintenance co-ordinator to DM to post the role on the PH website

**ACTION: NS**

Role of Building Maintenance co-ordinator role would be posted on the web site. **ACTION:DM**

## 8. Events (SH)

SH announced her intention to step down as Chair of the Events committee from August.

NS expressed the committees full appreciation for SH in respect to the time and effort invested by Sally during her tenure. No news on a replacement to date.

- Quiz night was seen as a popular and well attended event in June.
- Thursday evening BBQ was well attended and a platform on which to build more success, the next one is August 10.
- Kids activity organised for August 7. Fully booked, 90 minutes with 20 kids attending.

- Talk by Roger Morgan set for September 14th, the last invasion of GB
- Solar/Green solutions event hosted by SA set for October 15th
- Music night with Bristol musician, Chaz Thorogood September 23rd
- Cricket Club home games August 5/9/26th and September 10th if we want to open the bar

### **9. Governing Documents**

Sub group face to face meeting date to be agreed comprising of NS/DM/SN and AH to be arranged to finalise the remaining issues. Limit of authority wording to be included in the governing document ( draft wording issued by SA version 0.3) SN to email to determine dates **ACTION: SN**

### **10. AOB**

GT raised the topic of 5 pairs of radio microphones( two per box) being offered to the Hall from Sue M. All new unused, retail cost £1000 for the 10. It was agreed that we would offer £200 to Sue ( she has a hedgehog charity that the funds would be donated to) **ACTON: GT**

**Date of Next Meeting** Tuesday the 19th of September at 7pm