

MINUTES OF THE PELHAM HALL MANAGEMENT COMMITTEE AGM

Monday 12th May 2014

PRESENT: David May (Chairman), Pete Allerhand (Treasurer), Anne May (minute taker), Ron Taylor, Dick Hartley, Sue Dean, Ros Robertson, Lance Rowell, John Baldwin, Mary Wakeling, Wendy Boycott, Prue Evill, Lou Allerhand, ,Ruth Bastow, Pat Jones, Adam Burt-Jones, Sarah Haeffner, Roger Forbes, Cindy Holton, John Payne.

1. Apologies for absence

Maggie Tudgay, Trish Hayward, Phil Harris

2. Approval of 2013 AGM minutes

Proposed: Pete Allerhand; Seconded: Sarah Haeffner

3. Matters arising

none

4. Chairman's report

The last 12 months have witnessed the Hall putting on its usual and varied range of events. It has again hosted the regular meetings of the WI, the Bowls Club, Pilates and Yoga classes and, of course, it has continued to provide facilities for the Cricket and Tennis clubs.

The Hall remains a venue for private functions and has also successfully staged many public events too, including Furniture sales, two Quiz nights, two concerts by the Narth Singers, a Bike Rally, the Church Fete, Carols Round the Tree, the Harvest Supper, an MCC Open Day and has shown all the Wales games in the 2014 6 Nations competition as well.

With respect to the fabric of the building, this has been a year of maintenance, with the biggest task being the replacement of rotting timbers at one end of the veranda. A project to bolster the sagging retaining wall under the veranda has also been started.

The Committee felt that the activities of the Hall could be promoted more widely and thus commissioned a short video to help do this. Filming took place in December when the cameras were available to take in tennis, yoga, indoor bowls and the Narth Singers concert. The result is available on the Pelham Hall home page at www.penallt.org.uk/pelham-village-hall .

Allied to the above, the Committee carried out an online survey of the village community to "get feedback to help determine the future place of the Hall in the village". Some 59 replies were received of these some 92% believed that "the Hall should provide a wider range of activities in the future".

Those who agreed with this were then presented with a list of possible activities and asked which they would be interested in attending. The replies were (54 is the maximum):-

<i>Education sessions, e.g. evening classes</i>	32
<i>Concerts</i>	30
<i>Local history group</i>	27
<i>Regular quiz night</i>	24
<i>Circuit training/gym/aerobics</i>	20
<i>Coffee mornings</i>	9
<i>Mother and toddler sessions</i>	2

In order to help address the issues raised by the feedback, the Committee agreed that it would work more effectively if specialist groups were set up. Following this proposal, four groups are now in operation, these dealing with Events, Buildings and Maintenance, Associated Bodies and Statutory matters. It is early days yet, but the plan is that much of the work previously done by the main committee will be devolved to the groups and this should lead to fewer meetings of the main committee in the future.

The Committee has also noted that its management document, the Conveyance dating from 1965, is in need of an update and the Statutory group has started on this task, with support and advice from GAVO (Gwent Association of Voluntary Organisations).

Finally, the Committee has been weakened greatly by the loss of three long-standing members who stepped down during the year. Wendy Boycott, Virginia Hartley and Sian Redman have all contributed hugely during their many years of service and will be difficult to replace. We are very grateful for all they have done.

The Chairman also added that the strengthening of the wall under veranda is now complete.

5. Treasurer's report

Income to April 2014 was £10,323 compared to £14,910 in the previous year. Note however that functions and room hire remained similar at £9,536 whereas grant aid was down from £4000 to £500. So unless we are applying for a specific grant in any year, the main sources of income remain fairly stable.

Expenditure was up by £1000 overall as we spent over £4000 decorating the outside of the Hall and £1000 repairing the veranda.

We spent some of our cash surplus from the previous year on the decorating and repairs but as the accounts only take a snapshot between two fixed dates our actual spending within the year exceeded the income resulting in an accounting loss of £3,972.

Our current bank balance today stands at £8334. Note however that we have some substantial costs to meet as works are currently in progress to repair a cracked and subsiding retaining wall below the veranda. The problem was discovered during the earlier veranda repairs and will likely cost at least £3000 to put right.

Furthermore we have some significant equipment upgrades to undertake. There are no smoke detectors in this building so the only way the fire alarm can be activated is if someone actually observes a fire and physically sounds the alarm. A recent risk assessment confirmed that this doesn't conform to current regulations for a public building. The main kitchen is on the ground floor with function and committee rooms upstairs. So if fire broke out unexpectedly in the kitchen, people upstairs would probably be unaware until such time as the fire had fully taken hold.

The cost of bringing the fire detection, alarm and emergency lighting up to spec will be in the order of £5000. We're investigating the possibility of grant aid although some significant fund-raising may well be order.

The 2013-2014 Financial Accounts were approved by the meeting and are also available for download at <http://www.penallt.org.uk/resource.aspx?id=9647>.

Roger Forbes asked if we can apply retrospectively for a grant for this work?

Pete Allerhand said that GAVO do match funding: 60/40 and another "flat" grant of £2000 may also be available.

6. Election of officers:

In accordance with practice, the Chairman declared all Offices vacant.

- Chairman: David May, proposed by Adam Burtt-Jones; seconded by Cindy Holton.
- Secretary: Ros Robertson, proposed by Ruth Bastow, seconded by Mary Wakeling.
- Treasurer: Pete Allerhand, proposed by Roger Forbes, seconded by Sarah Haeffner.
- Events group Chair: Cindy Holton, proposed by Ruth Bastow, seconded by Roger Forbes.
- Buildings and Maintenance group Chair: Roger Forbes, proposed by Adam Burtt-Jones, seconded by Mary Wakeling.
- Committee members:
 - Adam Burtt-Jones, proposed by Ruth Bastow, seconded by Sarah Haeffner
 - Ruth Bastow, proposed by Adam Burtt-Jones, seconded by Roger Forbes.
 - Mary Wakeling, proposed by David May, seconded by Roger Forbes.

Ron Taylor announced his retirement from the Committee and was thanked by the Chairman for his service and support over many years.

7. Appointed representatives

- Tennis Club – Sue Dean
- Cricket club – Phil Harris
- Bowls Club – Prue Evill
- WI – Maggie Tudgay
- TUCC – John Baldwin
- Church – Sarah Haeffner

8. AOB

8.1. Social Club.

Ruth and Adam have taken over the sole responsibility of running the bar since Autumn 2013, when Sian stepped down. They explained that the Social Club provides a means to serve alcohol at the Hall. The licence provided to the Pelham Social Club allows the club to serve alcohol to its members only. To become a member of Pelham Social Club requires a payment of a one-off fee (share) along with an annual membership fee and, according to the current rules of Social Club, all members should reside in the parish of Penallt. In addition to the member events the Pelham Hall Social Club can also apply for 12 licences from MCC per year for functions attended by non-members.

The Social Club is intrinsically linked to the Hall and was established to promote and support the Hall. Details of the licence and the original Social Club Rules are available for download at <http://www.penallt.org.uk/committee/social-club>.

8.2. Trustees

“Pelham Hall is a registered Charity” and must be run by its Trustees under their rules and regulations. 6 names are listed as Trustees by the Charities Commission, but 3 have recently stepped down from the Committee.

The 1965 Conveyance actually says that all Committee members are Trustees. Dick Hartley explained that because of the big debt when the Hall was set up, not all committee members wanted to be trustees. However, Pete Allerhand explained that the Hall has indemnity insurance to cover against any financial liability incurred by Trustees. We are also taking advice from GAVO.

9. Closure of AGM

The meeting was declared closed at 7:36 pm.