

Minutes of Pelham Hall Committee Meeting – 1st September 2014

Present:

Ann Oakeley (new rep of Bowls Club, to replace Prue Evill), Prue Evill, Maggie Tudgay, Cindy Holton, Ruth Bastow, Adam Burt-Jones, Sarah Haeffner

1. Apologies

Ros Robertson, Roger Forbes, Mary Wakeling, Sue Dean

2. Minutes of previous meeting

1. Acceptance - correct Ruth's surname to Bastow. Then accepted as correct.
2. Action list

All actions completed. David May is now the Charity Commission contact.

Governance document – feedback requested from all committee. No feedback received so all was assumed to be well.

3. Matters arising not on the agenda - none

3. Declaration of conflicts of interest

None

4. Bowls Club representative

Prue Evill is stepping down from being Bowls Club representative. Valued member for a long time. Much appreciated. The Committee thanks Prue for all her input to the Pelham Village Hall over the many years!
[ACTION: DM to write]

Sue Dean – Tennis Club rep – letter explaining not wanting to be a trustee, but is prepared to represent tennis club as an observer. This is likely not to work as well so David would like to meet with the Tennis Club to discuss links further. Ditto with the Cricket Club. Committee approves of his actions.

[ACTION: DM]

5. Treasurer's Report (extra item)

Anne gave an account of the history of Pelham Hall since 1992, explaining how funding was raised and how important voluntary work and personal donations have been to what the Hall is today.

OUTGOINGS 2014/15		INCOME 2014/15
APRIL	£989.36	£605.00
MAY	£984.56	£1,039.27
JUNE	£2,591.14	£434.76
JULY	£240.04	£655.00
AUGUST	£740.18	£1,818.65
SEPTEMBER - MARCH		
TOTAL	£5,545.28	£4,552.68
BALANCE 1 Sep 2014:	£8,003.68	

New Grove Trust, a local trust? <http://www.newgrovefarm.co.uk/> to be investigated by

[ACTION: WHO???

We need to find about grants.

Windows – many are blown and need to be replaced. – Brian Tuite:. Prue gave his quote for windows, (AM to find document) this would be perfect for a capital grant.

[ACTION: AM]

6. Governance Document finalisation

Needs further clarification, so signing off postponed

Distinction between members and Trustees needs confirming

DJM will get legal advice before bringing document to the next meeting.

[ACTION: DM]

Nine trustees so far.

7. Committee sub groups

(a) Events committee report

Terms of Reference are being established. Provisionally the Events committee is responsible for:

- Planning our programme of events
- Ensuring that our regular and one off fund-raising events
- Encouraging wider participation of users of the Hall by offering a more diverse range of events, e.g. coffee mornings, social evenings, art classes and history groups etc
- Promoting all these events
- Hall bookings via Hall officers

More interested people, 3 new on Events committee. They are having a meeting next Mon.

Date for Harvest Supper confirmed: Sat 4th October. Tickets will be available soon, 10 per person – money upfront.

Events:

- Coffee mornings – once a month starting Wed 17th Sept.
- Baby changer – Richie to fit it.
- Car show – thanks to John Tudgay for organising it.
- Social evenings – Thursday nights, bar open, games, table tennis, darts etc All committee encouraged to spread the word. Open from 6 pm.
- Harvest Supper – 4th October confirmed.
- Film nights – nothing done yet. Cindy will follow this up.
- Art classes – meeting to discuss when people would like these classes
- History group – email going out about this

(b) Buildings Committee update

Gutters blocked – are they included in the list of jobs to be done?

[ACTION: RF]

Terms of Reference are being established. Provisionally the building committee is responsible for the following:

- All building fabrics including furnishings.
- Health and safety issues relating to fire heating and electrical circuits.

- Pest control
- Cleaning
- Key card scheme
- External ground in ownership of Pelham Hall

The building committee does not want to take on the sole responsibility for obtaining grants for capital projects e.g. improvements to the building, heating, alterations etc.

See schedule of works to be completed or investigated and relevant priorities and actions.

Richard Bentley is going to complete a number of items this month that have a priority rating of 1.1 to 1.3. It is envisaged this will be approximately two days work.

Anne May has requested a quote from a shop in Chepstow for 24 new/second hand bar chairs. Adam deals with specifications for offices. He will look out for some through his offices.

[ACTION: AM/AB-J]

It is being proposed that Cindy cleans the bar carpet and is paid for the work. Conflict of interest here – trustees cannot earn money from the Hall. But if it is through the Social Club then this would overcome this problem.

(c) Social Committee Report

Ruth and Adam have received the accounts for 2011/12, 2012/13. Still needs to be clarified. They need to submit them to the Financial Conducts Authority (FCA) – Pelham Hall Social Club is registered with the FCA. They need to discuss with Sian and the bookkeeper to clarify a number of issues before submitting.

They have not yet sorted out the constitution and the rules.

Adam: worked out a better understanding of what the Social club does. Hall benefits from Social club.

Licensing: Either they are members' events – with members book/cards. Cindy is developing members cards.

If not members' events TEMPORARY EVENTS NOTICE are needed: these are £21 per licence, and need to be applied for weeks in advance, food, bar etc necessary to be known. We have 12 through the year, including 5 "express" ones. If there is an event in the licensed premises but not using the bar, a temporary event still needs to be applied for.

The Bar, Committee Room and Main Hall are covered by this temporary event as they are part of the licensed premises. Tennis room is not covered. R & A will find out about Yoga classes in the bar or Bowls in Hall? Coffee morning? R & A will take back to the Licensing officer to clarify. As they are sports events, R & A did not think they are needed.

If there is a children's event, there needs to be an appropriately qualified person present (disclosure & barring). Private hire: does this count? R and A will find out.

[ACTION: RB/AB-J]

8. Date of next meeting

Monday Oct 6th

9. AOB

A lot of equipment from the bar is in the cellar. Adam wondered if we could use it.

Social club to look at it. Dick Hartley may know more about this.

[ACTION: A B-J]

Tea urn broken. Purchased by the Cricket club initially but used by all.**[ACTION: AM to order new urn]**

Not covered in the meeting: Sarah Soanes informed the Chairman just before the meeting started that she would be stepping down as TUCC rep and that TUCC would have her replacement added as an agenda item to their next meeting.