

Pelham Hall Management Committee Meeting Monday 2nd Feb 2014 - 7.00pm

MINUTES

PRESENT: Annie Oakeley, Maggie Tudgay, Roger Forbes, Cindy Holton, Adam Burt-Jones, David May (Chairman), Anne May (Treasurer), Ruth Bastow, Sarah Haeffner.

1. Apologies for absence: Ros Robertson; Sue Dean (Tennis Club observer)

2. Minutes of previous meeting
 - Acceptance – accepted as a true record.
 - Agreement to make public – agreed.
 - Action list
 - Disclosure and barring: if any children’s party in any area under the licence, we need someone appropriately qualified. Committee room may not be under licence: RB will check.
 - Are children under 16 or 18? Other questions – Ruth will go with a list of questions to the authority and ask.
 - Is a private party a “children’s event”? **ACTION: RB**
 - All will think about what questions for Ruth to ask. **ACTION: ALL**
 - Bar Equipment in cellar: this equipment needs to be in daily use. The pipe lines between cellar and bar would be too long. It was agreed that the bar equipment could be sold. Maybe Andy at the Inn or Peter Flowers or Pat Moriarty or Bryn might come to give us advice.

ACTION: Roger to talk to Andy as an initial move.
 - Nick Cadman indicated a willingness to help at Hall activities but not at Committee level.
 - Other actions dealt with on the agenda.

3. Declaration of conflicts of interest

None

4. Constitution update

November’s Pelham Hall Amended Administrative Provisions rejected by Charities Commission because:-

- minutes of meeting required
- Formal resolution to update document required
- Document did not relate to original 1965 conveyance specifically enough
- John Howells proposed two amendments to document

CLAUSE 1.2

From

- The purposes of the Charity are to provide general social, educational and sport facilities for the inhabitants of the Parish of Penallt without distinction of gender, political or religious persuasions or ethnicity.

To

- The purposes of the Charity shall remain as set out in Clause 2 of the First Schedule to the Conveyance dated the 5th May 1965 made between Barclays Bank Limited (1) Arthur Dory Du Heaume, Walter Percival Blake and Raymond Rhys (2), i.e.
- **THE** property hereby conveyed (herein called "the Trust Property") shall be held upon trust for the purposes of a Village Hall for the benefit of the inhabitants of the Parish of Penallt in the County of Monmouth (hereinafter called "the said Parish") and its immediate vicinity without distinction of sex or of political religious or other opinions and in particular for meetings lectures and classes and other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants

CLAUSE 5.5

From

- In no circumstances shall the net assets of The Charity be paid to or distributed among the members of The Charity (except to a member that is itself a charity).

To

- if the majority of the Management Committee decide, at any time, that on the ground of expense or otherwise, it is necessary, or advisable, to discontinue the use of The Pelham Hall in whole or in part for the purposes and objects of the Charity, the property of the Charity shall be dealt with in the manner set out in paragraph 14 of the First Schedule to the 1965 Conveyance *i.e.:*

If the Committee by a majority decides at any time that on the ground of expense or otherwise it is necessary or advisable to discontinue the use of the Trust Property in whole or in part for the purposes hereinbefore indicated it shall call a meeting of the inhabitants of the age of eighteen years or upwards of the said Parish of which meeting ... (indecipherable) ... of the Resolution to be proposed thereat) shall be posted in a conspicuous place or places on the Trust Property and advertised in a newspaper circulating in the said Parish and if such decision shall be confirmed by a majority of such inhabitants present at such meeting and voting the Committee may with the consent of the Minister of Education let or sell the Trust Property or any part thereof. All monies arising from such letting or sale (after satisfaction of any liabilities properly payable thereout) shall with such consent of the Minister of Education be applied either in the purchase of other property approved by the Committee and to be held upon the Trusts for the purpose and subject to the provisions hereinbefore set forth (including this power) or as near thereto as circumstances will permit or towards such other charitable purposes or objects for the benefit of the inhabitants of the said Parish as may be approved by the Minister of Education and meanwhile such money be invested in the name of the official Trustees of Charitable Funds and the income arising therefrom shall either be accumulated (for such time as may be allowed by law) by investing the same and the resulting income therefrom in like manner as an addition to and to be applied as

the capital of such investments or shall be used for any purpose for which the income of the Trust Property may properly be applied

A MINI-MEETING (DJM has the minutes) was then held and proposed amendments accepted.

ACTION: DM to upload amended document to the Charities Commission website

[PMN: amended documents sent by email to CC on 10th February 2015]

5. Break-in update

- Claim for damages plus repair was ca £1500
- Insurers needed more detail than we could provide; thus offer £1000 (£900 without excess)
- Seeking half-way compromise of £1250
- New locks needed for bar store door
 1. Roger and I in contact with Miaren Systems re alarm

[PMN: From Monmouthshire police - *We have had the results back from the forensics, which have proved inconclusive. (We have type, and make of trainer, but not with them being uniquely linked to any persons who have passed through our custody unit unfortunately).*

There has been no new information forthcoming on this matter, and as a result, this crime will be regarded as undetected on our Crime Recording system.

6. Treasurer's report

See report.

Social club money to come once restocking complete.

7. Committee sub groups

7.1. Events committee Report Feb 2015

We had a great initial meeting in 2015 and it is planned to have an event or two a month including another Jazz night and several quiz nights. The online calendar has been updated.

The first event will be a family pancake fun day on Sat 21st Feb.

The History Society had their first talk, one by Mr Stephen Clarke, 40 people attended.

The film nights on the 2nd Saturday of the month, have been restarted and we just covered costs in January. Thanks to all those who brought soup etc.

A couple of members of the Events committee are starting a lunch club on the first Monday of the month, all proceeds will go towards a commercial dishwasher.

Coffee Mornings are still slow, but we think worth persevering with.

The hall and bar will be open for all the Welsh matches in the 6 Nations Series.

A little flyer was delivered to (hopefully) all houses in Penallt with, on one side regular events and the other with the main activities that were taking place in Jan. I have had many positive comments about this.

We would appreciate the committee would spread the word and/or bring a friend or neighbour along to these events.

The next events meeting is 23/2/15 at 19:00

Comments on above:

Flier – extra have come to Yoga. Diane not sure that more came to Pilates.

Film night as a members night, bring guests (up to 3 people per member)

Quiz night couple can sign the rest of the table in.

For events have someone on the door to sign in? good suggestion.

The Social Club were congratulated for their great work and the meeting last Monday was very positive.

Flier was just over £40 for 200 and Cindy funded them initially. It was agreed that it was a good idea to produce them monthly for a few months. Cindy to send in invoice for printing of fliers. **ACTION: CH**

The committee would like to thank the Art in Penallt Committee for the very successful Burns Night.

7.2. Buildings Committee update

- Ritchie has cleared the blocked glass washer and sink in the downstairs kitchen, refined the handrail on the rear stairs. He also repaired the front door after the break in.
- Paul King has replaced the emergency lights, he is trying to also obtain a heat filament for the broken heater in the main hall.
- Ritchie is going to fit dead locks to the 2 doors to the bar and strengthen the internal door.
- Roger has requested a quote from Miaren security to upgrade the front door lock, and to adapt the alarm to work on the bar and downstairs store only which incl moving the sounder box to near the bar.
- Roger is waiting a visit from Paul King Electrician so we can start completing monthly tests on the emergency lights and recording the same.

Miaren: Burglar alarm £150 to move to put it on the bar and on the store downstairs.

Another suggestion: Put alarm back as it stands put on a timer. Strobe to be moved to the front and will continue to flash even when it is re-armed.

Abe, living at White House Farm is willing to listen out for the alarm.

Pending.

When all quotes are in Roger, Adam and David to meet to make a decision.

Waiting for Paul King to come back on how to test ...

Slipperiness on decking sorted.

Corridor lights.

Tennis room – make sure it is included in any hall maintenance programme.

Dishwasher. Gill and Amanda are going to collate info on appropriate dishwasher and will come back to Roger re this.

Cindy brought the info on a dishwasher to the committee and will find it again.

Grant from MCC? Who would be applying. Cindy to talk to Nick.

7.3. Social Committee update

Rules digitised and gone through by Adam and Ruth.

Ruth and Adam will go through the document again and clarify the areas needed to change.

GAVO? Will they help?

Temporary event notice is supposed to be increasing to 15 events per year but notice of this is not yet on the council website.

Only one person can only apply for 5 temporary event licences.

Could get people who are hiring the hall for an event to apply for the licence. Adam would fill in all the detail for another to sign.

Corkage £5 for wine bottle, £1 per bottle of beer, £5 spirits

A notice downstairs needs to be obvious showing the corkage charges.

8. Date of 2015 AGM

(NB "The Management Committee must hold at least four meetings each year, one of which shall be an AGM to be held in May.")

11th May for AGM with no committee meeting as we will have had a meeting a couple of weeks previously.

9. Date of next meeting

Monday 13th April 2015

10. AOB - none