

# Minutes of Pelham Hall Committee Meeting – Monday 13<sup>th</sup> April 2015

## Present:

David May (Chairman) Ann Oakeley, Maggie Tudgay, Cindy Holton, Anne May (Treasurer), Sarah Haeffner, Ros Robertson (Secretary).

Sufficient Trustees were present, so the meeting was quorate.

## 1. Apologies

Adam Burt-Jones, Ruth Bastow, Roger Forbes.

## 2. Minutes of previous meeting

- a) Acceptance – Minutes accepted as a true record.
- b) DM proposed that the minutes be published on the open section of the website. Agreed.
- c) Action List:
  - RB - Report back at next meeting, as not present at the meeting.
  - Actions all – deferred until next meeting.
  - RF - Report deferred, as not present at the meeting.
  - Bar Equipment - report deferred as RF not at meeting.
  - Constitution Update - Mini Meeting. **DM had uploaded amended document to the Charities Commission website.**
  - Events Committee: Events flier cost £40.00 for £200.00. Funded by Cindy initially. Agreed that it was a good idea to produce monthly for a few months. **CH invoiced and paid for printing.**
  - Dishwasher- Grant from TUCC. **CH to action.**

Other actions dealt with on the agenda.

## 3. Declaration of conflicts of interest

None

## 4. Treasurer's Report.

OUTGOINGS	
APRIL	£1,149.88
MAY	£984.56
JUNE	£2,591.14
JULY	£240.04
AUGUST	£795.18
SEPTEMBER	£650.55
OCTOBER	£579.51
NOVEMBER	£296.94
DECEMBER	£508.84
JANUARY	£1,789.16
FEBRUARY	£389.42
MARCH	£1,087.76
<b>TOTAL</b>	<b>£11,062.98</b>

INCOME	
APRIL	£605.00
MAY	£1,039.27
JUNE	£434.76
JULY	£655.00
AUGUST	£2,147.65
SEPTEMBER	£450.20
OCTOBER	£1,714.35
NOVEMBER	£177.57
DECEMBER	£559.00
JANUARY	£1,031.80
FEBRUARY	£127.70
MARCH	£1,988.17
<b>TOTAL</b>	<b>£10,930.47</b>

## Major Expenses in Feb/March included:

- Fire extinguisher checks £79.20 (13/4/15): Two CO2 extinguishers have been ordered – cost £95.00.

- Cinema for All - licence and film hire
- New table cloths for bar area
- Other: MCC rates; SWALEC charges; water rates.

#### Income Outstanding on 13/4/15:

##### Date invoiced:

- 11 – Nov Babington Meadow AGM2/12/14 £12.60 (Roger has cheque ?)
- 19 – Jan MCC - Polling Day 7/5/2015 £200.00
- 08 – Apr Penallt Cricket Club MCC rates £57.84
- 08 – Apr Penallt Tennis Club MCC rates £86.76
- Income from Social Club for 2013/14/15 RB sorting out historical Social Club finances.

**£1,100.00 was received from the insurance company in compensation for stock lost during robbery.**

**BANK BALANCE AT 13/4/15: £8,821.95**

##### Action:

- MCC Polling Day. Are all other activities scheduled to take place at Pelham Hall on that day to be cancelled?  
**AM to phone MCC and then notify others on the committee.**

## 5. Committee Sub Groups - Reports

### (a) Events Committee Report

1. Agreed that **Quarto** will be performing at the Hall on **Friday 6<sup>th</sup> Nov. - Agreed**
2. **Jazz Night** will take place on **Sat 25<sup>th</sup> April; arrangements discussed and agreed.**
3. **Film Night** took place on **Saturday 11<sup>th</sup> April. (Disappointingly only 2 people turned up).**
4. **Art in Penallt Race Night** will take place on **Friday 1<sup>st</sup> May – [PMN: now cancelled]**
5. **23<sup>rd</sup> May - Village Walk** followed by a Darling Buds of May tea party in the hall.
6. **June 20<sup>th</sup> Church Fete.** Agreed to have a barn dance and hog roast in the evening at the hall (to compliment the fete). A caller and barn dance music will be required. **CH to investigate.**
7. **July 3/4/5<sup>th</sup> – Snowmen** (Bikers) will be in Penallt and using the hall. **ACTION: DM raised the issue of how much to charge them for the Hall.** After discussion - Agreed £180.00 for 2015.
8. Agreed to look at possibility of doing a joint event with Monmouth's National Eisteddfod Committee in October on a profit share basis.
9. Next Social Committee Meeting - **20<sup>th</sup> April 2015 - tba**

### (b) Buildings Committee Report

- **Paul** to source a replacement halogen bulb for the heater in the main hall. **(in hand)**
- **Ritchie** has fixed new dead locks to the bar door and will be fitting dead locks to internal bar door & cellar doors.
- **Ritchie** to **organise** spare keys cut for the deadlocks.
- **A decision** needs to be made/agreed regarding recommissioning and adapting the alarm system. **RF to action**
- It was suggested that the internal decor need to be refreshed especially as the hall is offering it self as wedding reception venue. Discussed possibility of volunteers undertaking the work or acquiring recommendations for local painters to be agreed. Agreed that **RF to draw up proposal and cost.**

### (c) Social Committee Report - Deferred until the next meeting as ABJ and RB unable to attend meeting.

Adam Burt-Jones, Ruth Bastow and Roger Forbes had announced their intention to step down from the Social Club activity owing to pressure of work.

DM asked if there were any current committee nominees to undertake this role, or is there the possibility of encouraging other residents in Penallt to join the committee with a view to being proactive in its 'Social Club' aspect. NB. New Committee members will be advised at the outset that attendance at meetings and participation in an aspect of the running of Pelham Hall is required

It was agreed that a meeting should be sought with Adam and Ruth, in order to clearly define the rules of the Social Club and its operation, as well as the handover of roles and responsibilities.

## 6. AGM Arrangements – 11th May 2015 7.00 pm Pelham Hall.

**AGM Draft Agenda** for 11<sup>th</sup> May 2015 to be held at Pelham Hall was approved:

1. Apologies for absence
2. Approval of 2014 AGM Minutes
3. Matters arising
4. Chairman's report
5. Treasurer's report
6. Election of Officers
7. Appointed representatives
8. Election of auditors
9. AOB

### Current AGM rules and procedure

- The Management Committee will be elected annually at the AGM.
- The Management Committee shall consist of a Chairman, a Secretary and a Treasurer; representatives appointed by the bodies listed below, and up to 5 other members. All except for the appointed representatives shall be elected at the AGM.
- The maximum term of service for the Chairman, Secretary and Treasurer shall be 3 years.
- The following bodies may appoint no more than one representative to the Management Committee:
  - Penallt Tennis Club
  - Penallt Cricket Club
  - Penallt Women's Institute
  - Parish of Trellech and Penallt
  - Trellech United Community Council
  - Pelham Hall Bowls Club
  - Pelham Hall Social Club
- The AGM must be held every year, with 21 days notice given to all members and with an agreed agenda, minutes must be kept.
  - There must be at least 12 members present at the AGM.
  - If fewer than 12 members are present then the AGM shall be reconvened within 30 days.
  - The Committee shall present the annual report and accounts.
  - Any member may stand for election to the Committee.
  - Members shall elect up to five individuals to serve for the next year. They will retire at the next AGM but may stand for re-election.
  - Independent auditors shall be elected annually at every AGM.

### Membership of Pelham Hall

- Membership is open to individuals over eighteen who live within the defined boundaries of the community of Penallt or in any of the adjoining communities or any other person approved by the trustees.
- The Trustees must keep a register of names and addresses of the members that must be made available to any member upon request.
- Membership of the Hall shall be free.

## 7. Date of next meeting

**Monday June 15<sup>th</sup> 2015 – if required.**

## 8. AOB

- Consider the purchase of an inexpensive clock, for the duration of the repair required for the present clock.  
[PMN: clock now purchased]
- Two new urns have been purchased for use at the hall.