

MINUTES OF THE PELHAM HALL MANAGEMENT COMMITTEE

Monday 11th January 2016

PRESENT: David May Chairman, Anne May Treasurer, Ros Robertson Secretary, Cindy Holton, Sarah Haeffner, John Bradley, Roger Forbes, Anne Oakley, Maggie Tudgay.

1. **Apologies for absence:** Ruth Bastow, Adam Burt-Jones, Sue Dean, Mary Wakeling.

2. **Minutes from previous meeting**

2a Minutes of 2nd November 2015:

Treasurer's Report corrected.

Minutes then accepted by all present,

2b Agreement to make Minutes public. Checked and Agreed

2c Action List From previous meeting on November 2015

- Bar Equipment in cellar: **RF to Action** - consider scrap value and organise disposal through Peter Flower on a no sale no fee basis. Noted that kitchen units have no backs to them.
- Light problem in porch. **RF Action** – lights changed and being monitored.
- Outside windowsills top to be assessed. **RF to Action** for possible replacement. **JB** quotes for replacement.
- Mice droppings apparent on the ground floor. Pest control would appear to be ineffective – Review contract - **AM to Action** – meeting to be arranged. Mice traps in place in the kitchen. Moles dealt with on the pitch.
- Rat container with poison in bar area. – Pest control not effective need to review contract **AM to Action**.

2d **Matters arising not on the agenda**

None reported

3. **Declaration of conflicts of interest.**

NONE

4. Treasurer's Report

TREASURER'S REPORT – Monday 11th January 2016

EXPENDITURE		
APRIL	£	1,568.89
MAY	£	849.00
JUNE	£	2,434.59
JULY	£	516.18
AUGUST	£	218.08
SEPTEMBER	£	2,867.53
OCTOBER	£	2,716.69
NOVEMBER	£	1,605.41
DECEMBER	£	1,036.62
JANUARY	£	-
FEBRUARY	£	-
MARCH	£	-
TOTAL	£	13,812.98

INCOME		
APRIL	£	1,610.43
MAY	£	3,187.79
JUNE	£	147.80
JULY	£	1,561.84
AUGUST	£	2,336.48
SEPTEMBER	£	4,947.30
OCTOBER	£	2,134.75
NOVEMBER	£	1,263.11
DECEMBER	£	942.84
JANUARY	£	-
FEBRUARY	£	-
MARCH	£	-
TOTAL	£	18,132.34

MAJOR EXPENSES included: quarterly electricity charge: £309

MAJOR INCOME: profits from Quiz night: £332

BANK BALANCE, 7/1/16: £13,578.85

Average outgoings (April-Sep): £1,100 to £1,200 per month

Average income per month (excluding 100 club) (April-Sep): £1,200+ per month

WASH TUB LUNCHESES. The total profit from the December meal was: £98.56

Feb 2015- Dec 2015	INCOME FROM LUNCH	DONATIONS/ GRANTS	TOTAL INCOME	EXPENDITURE	PROFIT
	£1,098.22	£ 1,126.15	£2,224.37	£264.64	£1,959.73

dishwasher £1,918.60

raised: £ 1,959.73

remainder: **£41.13**

A fantastic fund-raising effort by Jill Bouchier and Amanda Jacks. They paid for the dishwasher and £41.13 went towards the installation fee of £142.36. Sincere thanks from the Treasurer.

5a Events Committee Report

Film Night

- Co-operate/combine forces with Films that are on in The Narth –average 1 film per month
- Same format (£5 entry, Fridays @ 7.30 pm, bar, ice cream). Food on Film Nights to be discontinued.
- Cross advertise programme
- Need about a 25 audience to break even.

Date	Pelham Hall	The Narth
Jan 29		45 Years (15)
Feb 12	Under Milk Wood (15)	
Feb 26		The Martian (12A)
Mar 12	Brooklyn (12A)	
Mar 26		
Apr 8	Carol (15)	
Apr 22		The Lady in the Van (12A)

It was agreed to go ahead with this project.

[PMN: the first film was shown on February 12th and attracted an audience of 31 – a successful beginning!]

6 Nations Rugby

It was agreed that all England and Wales games should be shown.

Annual Classic Car Show – For this Event to continue Pelham Hall Committee needs to look at succession planning. **John Tudgay to Action** – article in Monmouthshire Beacon to gauge interest.

[PMN: article published on 10th February; John reports that there is now sufficient help available for the Show to happen in 2016 – date TBA]

5b. Building Committee Report

- RF is meeting with Alastair Robertson w/c 11.1.2016 to discuss a plan for the kitchen. RF has also arranged to meet Howden's Joinery to get a kitchen design and price, although this will be for a domestic type kitchen.
- Richard Bentley has installed the new glass washer in the bar (not working and needs to be tested) and has upgraded the drain. He has also installed shelving in the bar store and fixed the cooker in the downstairs kitchen.
- The new dishwasher has been installed in the downstairs kitchen and is now operational
- A message has been left for **Miaren Security** regarding the sticking front door, upgrading the alarm system and to discuss the fire alarm system – door sticks.
- Roy Harding has cleaned all windows internally and externally; he used the hall after Christmas to hold his daughter's engagement party. The hall was left clean and tidy. He is planning to come again before Easter to clean the external windows especially with lighter evenings.

5c Social Club Report

- Proposed licence application on behalf of the Management Committee

A draft application form was discussed and the details therein were approved with some minor amendments.

[PMN: MCC licensing department advised that some other minor amendments be made none of which affected the substance of the application. The formal application for a new licence, together with the formal disapplication of the existing one, were made on January 28th. The closing date for responses is February 26th and we should have a decision on the application shortly afterwards. The final application form is appended]

Pelham Hall policies

The licence application required us to consider the following licensing objectives and what steps will we take to promote these.

- The prevention of crime and disorder
- Public Safety
- The prevention of public nuisance
- The protection of children from harm

As our existing Social Club terms and conditions covered most of the above objectives, the Committee agreed that we should update and suitably amend the relevant extract from our Social Club licence and submit this together with an alcohol policy which was adapted from that adopted by The North Village Hall.

These two documents (labelled "Appendix 2_final" and "Alcohol Policy_final") are also appended. [PMN: they accompanied our licence application on January 28th]

- First Aid Course – St Johns Ambulance - **CH to Action**

Proposed dissolving of Social Club

- **DISSOLUTION:** The club may at any time be dissolved by the consent of three-fourths of the members, testified by their signatures to an instrument of dissolution, in the form provided by the Treasury Regulations, or by winding up in a manner provided by the Industrial and Provident Societies Acts.
AB-J suggestion for solving the issue. – Members agree to dissolve. **AB-J to action**

6. Date of next meeting

Monday 7th March 2016

7. AOB.

AB Internet to provide free Wi-Fi for Pelham Hall

The meeting was declared closed at 8.15 pm.