

# MINUTES OF THE PELHAM HALL MANAGEMENT COMMITTEE

Monday 9<sup>th</sup> May 2016 at 7.00 pm

**PRESENT:** David May (Chairman), Anne May (Treasurer) Ros Robertson (Secretary) Sue Dean, Sarah Haeffner (Late arrival), Roger Forbes, Ann Bradley, John Bradley, Janice Harrhy, Maggie Tudgay, Prue Evill, Dick Hartley, Adam Burtt-Jones, Phil Harris, Ann Oakley.

## 1. Apologies for absence: Cindy Holton

- A Warm Welcome extended by all to Janice Harrhy a new committee member.

## 2. Minutes from previous meeting

2a March Meeting - not quorate so Notes submitted instead.

- The Notes were accepted by all present

2b Agreement to make public

- Approved as Notes to be made public

2c Action List

- None

2d Matters arising not on the agenda

- No matters to report

## 3. Declaration of conflicts of interest

- None

## 4. Treasurer's Report

- See attached pdf for Treasurers Report at AGM.

## 5. Committee sub groups

Events Committee Report:

- Cindy Holton has stepped down from being Events Committee Chief Organiser role.
- Cindy is willing to offer help at some events at Pelham Hall.
- Additional voluntary help needed at Hall Events & for overseeing the Hall Management.
- Events Survey required – list of upcoming events to be advised
  - Fete– possible conflict of dates with Tennis Club BBQ and Cricket Club
  - Monmouth Male-Voice Choir – no longer available

Building Committee Report

- Kitchen update.
  - Quote for kitchen upgrade £21,630.00
  - Monmouthshire County Council funding – Alastair Robertson (AR) to see what or how much can be covered.
  - Investigate extras required, the cost and approval required.

- Old Kitchen does not comply with Food Hygiene standards, & needs upgrade
- Request an additional quote for the upgrade of upstairs kitchen as well.
- Increase rental potential of the Hall if improvements are undertaken.
- RF to talk with AR re kitchen and other investment required at the Hall.
- **Hall Windows Update**
  - Quotes for blown windows. £2800.00 for 24 windows (sealed units) **JB advised**
  - Specific quotes for Tennis Club Room windows (4) Possible Tennis Club contribution. Agreed to replace the tennis clubroom windows first as a pilot project.
  - Drainage and upgrade of structures at Pelham Hall. To be advised.

#### Social Club Report

- **Dissolution of Social Club.** Item held over until next meeting.

#### 7 Cricket Club request (see italics)

- Due to the Cricket Club's decision to terminate for the time being the Sunday Team fixtures. *The Committee (Cricket Club) therefore requests that this may lead to a reduction in the ground fees payable to Pelham Hall since the usage will be less during the course of the season.*
- One new factor is that Monmouth 3<sup>rd</sup> X1 are now playing at Penallt (approximately) on alternate Saturdays this summer, so the overall usage of the facilities may be as before
- PMN: DM met with the Monmouth and Penallt Chairs and proposed that the usual fee of £650 should be paid, and divided between the two clubs

**8. Dogs in the Hall** – Policy Statement requested, agreed by committee & then implemented ASAP.

**9. Proposed village heating oil purchase syndicate.** This item was discussed & is to be investigated.

**10. Date of next meeting** Monday 4<sup>th</sup> July 2016

#### 11. AOB.

- Main Kitchen usage and the level of cleanliness required by users for all aspects of this facility
- Policy Statement urgently requested for this facility, to be agreed and then implemented

**The meeting was declared closed at 7.58 pm.**

## TREASURER'S REPORT 26/5/16

### Pelham Hall

#### Expenses

From 01/04/16 to 26/5/16

Expenses: Bar stock	£ 494.83
Expenses: Cleaner fees	£ 120.00
Expenses: Film hire	£ 174.40
Expenses: Functions	£ 113.38
Expenses: Legal/Professional	£ 175.00
Expenses: MCC	£ 299.40
Expenses: Misc (A-board)	£ 52.89
Expenses: PH 100 Club	£ 110.00
Expenses: PH Kitchen	£ 50.00
Expenses:	
Repairs/Maintenance/Equipment	£ 812.39
Expenses: Security (Keycards etc)	£ 292.44
Expenses: Utilities	£ 152.98

#### TOTAL

£ 2,847.71

#### Income

From 01/04/16 to 26/5/16

Income: Bar - Film Night	£ 49.50
Income: Bar - Soc Ev	£ 237.95
Income: Bar - Soc Ev + WI	£ 87.80
Income: Donation	£ 20.00
Income: Functions (excl room hire)	£ 539.00
Income: Hire of tables/chairs etc	£ 20.00
Income: Key cards	£ 34.62
Income: MCC rates from clubs	£ 145.80
Income: Petty Cash - David	£ 442.10
Income: PH 100 Club	£ 330.00
Income: Room Hire	£ 971.40

#### TOTAL

£ 2,813.17

#### TO PAY

Lance Rowell, winner of 100 club  
draw May 2016

£55