

MINUTES OF THE PELHAM HALL MANAGEMENT COMMITTEE

Monday 12th September 2016 at 7.00 pm

PRESENT: David May (Chairman), Ros Robertson (Secretary), Anne May (Treasurer) Roger Forbes, Janice Harrhy, Ann Oakley. Cindy Holton Sarah Haeffner.

1. **Apologies for absence:** John Bradley, Adam Burt-Jones, Maggie Tudgay, Sue Dean

2. **Minutes from previous meeting**

2a The Minutes were accepted by all present

2b Agreement to make Minutes public – Agreed by all present

2c Actions from last meeting

- Social Club dissolution – Adam Burt-Jones to preside.
- Air freshener for Pelham Hall Reception area to be purchased **RF to Action**

Matters arising not on the agenda

- Small Fridge downstairs kitchen failed electrical PAT test. Sent for reclamation.

3. Declaration of conflicts of interest

- None

4 Treasurer's Report - Breakdown attached.

TOTAL EXPENSES 1/4/16-31/8/16	£12,790.51
TOTAL INCOME 1/4/16-31/8/16	£12,660.24
PROFIT/LOSS	-£ 130.27
BANK BALANCE ON 31/8/16	£11,761.19

The Classic Car Event was very successful and brought welcome income for Pelham Hall. Thanks to John and team for all their work.

5. **Committee sub groups**

Events Committee Report:

- Minutes of 21st July and 16th September meetings already circulated
- Forthcoming Events
 - – Oct 1st Harvest Supper
 - – Oct 14th: Film Night (Black Mountain Poets)
 - – Nov 11th: Film Night (Sing Street)
 - – Nov 12th: private wedding
 - – Nov 19th: Quiz Night
 - – Dec 9th: Film Night (Absolutely Fabulous)
 - Dec 14th: The North Singers

Building Committee Report

- Bar cellar equipment has now been (mostly) removed or recycled to The Inn.
- Bar area lighting
 - Discussed and agreed that lower wattage (6W) LED is adequate replacement for existing and failing CFLs. A stock to be retained
- Kitchen update
 - Alastair Robertson is chasing up award of MCC grant towards cost - still awaited.
- Rewindowing
 - £1000 grant from TUCC confirmed

6. Policy statements for discussion

- **Disability Discrimination Policy**
- "Access Statement" revised and accepted for Pelham Hall (tell it as it is) **DM to Action on Website and RR to laminate copy for Reception at Pelham Hall**
- Site plan - disabled access/facilities identified and to be added to existing Hall plans. DM has copy **RR to Action**
- Disabled parking signs – agreed **one additional sign to be ordered CH/RR to Action**
- **Buddy System** – a co-operative arrangement whereby individuals are paired or teamed up and assume responsibility for one another's welfare and safety. This procedure has never been used at Pelham Hall and therefore is defunct and should be removed from our written policy.
- DDA Policy Statement - **Politically correct language to be introduced**
- **JH** offered to rewrite this as the language was politically incorrect. The Equality Act 2010 replaced various other anti-discrimination laws such as the Disability Discrimination Act 1995. The policy with the new heading of Pelham Hall Equal Opportunities Policy was discussed at the last meeting. There were some worries about any legal challenges eg. Not hiring the hall to young adults **JH offered to try and access** some free legal help before the policy document is discussed again.
- Induction loops for Pelham Hall for hard of hearing – **JH investigated cost of hearing loops**. The costs obtained from one company are approximately 1500.00 each for the Main Hall and Bar area and 800.00 for the Committee Room. If these were fitted DIY this would reduce the bill by 1200.00. These costs were felt to be too high with other needs such as replacement lighting for the Main Hall to consider at present but will be kept in mind for the future.
- **JH** offered to obtain costs of a doorbell for the door which leads from the cricket pitch to the back of the bar to enable those who cannot make the stairs to be let in. **JH to Action**

7. TUCC Grants Policy

1. Continue with current arrangement where we will provide grants of 50% - normally up to 1000.00, towards capital projects.
2. New proposal - give each hall £1000 a year to spend as they wish, so that it could be used for running costs if that's what they chose to do. TUCC wouldn't need to approve the expenditure, but in the

interests of probity might need to ask for some evidence of how the money had been spent. The hall's normal annual accounts might suffice

3. A hybrid, where Tucc reimburses halls for their business rates to help with running costs, and continue to provide grants for capital projects, as in option 1 but possibly with a lower cap.

- They are looking for feedback in time for the next Tucc meeting on 19 September.

Those present were in favour of option 3

8. Date of next meeting. Monday 7th November 2016

The meeting was declared closed at 8.50 pm.