

## Minutes of The Pelham Hall Management Committee Meeting

Monday 9<sup>th</sup> January 2017.

**PRESENT:** David May (Chairman), Janice Harray, Ann Oakley, Cindy Holton, Maggie Tudgay, Anne May (Treasurer), Ros Robertson (Secretary).

**Guests:** Lance Rowell - Architect, and Alastair Robertson – Grant Application Adviser for New Kitchen.

### 1. Apologies:

Roger Forbes, John Bradley, Adam Burtt-Jones, Sarah Haeffner.

**2. Minutes of Previous meeting:** Agreed by all present

**Agreement to make them public:** Agreed by all present

### Action List from last meeting:

- To produce and laminate Access Statement and for it to be displayed at the Hall. **RR still to action.**
- Disabled Access/facilities identified and to be added to the existing Hall plans. **RR still to action.**
- Social club dissolution (awaited) – **Adam B-J to preside**
- Disabled Parking Signs completed put in place **CH actioned.**
- Door Bell –**adopted JH**
- Equal opportunities update. **JH Actioned**
  - Issue to hirers (DDA Policy Statement).

**Matters arising not on the agenda:** None

**3. Declaration of conflict of interest. None**

### 4. Treasurer's Report

#### Summary

<b>TOTAL EXPENSES 1/4/16-31/12/16</b>	<b>£18,886.95</b>
<b>TOTAL INCOME 1/4/16-31/12/16</b>	<b>£25,305.62</b>
<b>PROFIT/LOSS</b>	<b>£6,418.67</b>
<b>BANK BALANCE ON 31/12/16</b>	<b>£25,768.80</b>

## Details:

- Receipts – Beer cellar equipment £200 (Inn at Penallt).
- Declaration of savings in place.
- Match Funding for project possible.

## 5a Events Committee Report

Minutes of 11 November meeting already circulated.

### Forthcoming events

- Jan 13<sup>th</sup>: Film Night (Ethel & Ernest)
- Jan 28<sup>th</sup>: Burns Night
- Feb 10<sup>th</sup>: Film Night (Bridget Jones's Baby)
- Mar 10<sup>th</sup>: Film Night (Captain Fantastic)
- Apr 7<sup>th</sup>: Film Night (A United Kingdom)
- Also, to be arranged
- Supper clubs on 2<sup>nd</sup> Thursday of the month (confirmed for 12<sup>th</sup> Jan)
- Quiz Night (March/April)
- Jazz Night (March/April)
- Monmouth Male Voice Choir 19/20 May? 16/17 June? **Action: DM**

## 5.b Buildings Committee report

### (i) Kitchen Project

- Kitchen Project Manager LR. Fund Raiser AR.
- £22k for equipment (if all new); £8k for building costs = £30k total
- £1k grant already received from Monmouth Charity **AR Actioned & Received.**
- £2k applied for from New Grove Trust. **AR Actioned.**
- Anticipated legacy of £ (**Committee to be advised**)
- £20k applied for from Monmouthshire CC **AR Actioned**

Two schemes were presented and discussed:-

- Noted that work tops need to be more substantial.
- Identified dishwasher position in kitchen
- Storage to be moveable.
- JH also presented a scheme
- A group comprising JH, CH, LR and Jill Bouchier was asked to take this forward.

### (ii) Lighting in main hall

LR presented ideas about enhancing the lighting in the main hall and replacing the existing false fabric ceiling with a new one with more interesting shape.

- Main hall lighting update; £2k agreed at last meeting for replacement of existing fluorescent strips with led tubes – **More expensive than first thought as will require a**

### **Cherry Picker.**

- Decision postponed pending further advice **DM**

[PMN: thanks to the loan of a scaffold tower by Neville Pullen, all fluorescent strips, plus associated starters, in the main hall have now been replaced with same]

### **(iii) Access keys update: more research as currently too expensive.**

The replacement system recommended by Miaren would cost £2k approx. and was thought too expensive for the advantages it gave; remote monitoring would add £900

### **(iv) Hall security proposal**

CCTV proposed in 4 locations @ £1.7k – Too expensive, requires more research (see Appendix for fuller details)

- Positioning could be changed.
- Investigate what other Village Halls do.
- Dummy camera
- Other quotes from, e.g. Thomas & Brown electrical and Tod Security should be obtained.
- Insurance saving if Security System in place? **RR to Action**

**(v) Chair replacement;** Missed the purchase of 100 chairs @£15 each **Ring fence similar sum for future.**

## **6. Date of next meeting - Monday March 6<sup>th</sup> 7.00 pm**

## **7. AOB**

**Booking enquiry received** – a request from an under 18 to hire the Hall for a quiz night in aid of charity was discussed

### **Key points to for hiring Pelham Hall.**

- Age range identified and confirmed in advance
- Parents attending and possible supervision
- Cost of Hire – no discount confirmed.

**Meeting Closed at 8.30 pm**

# Appendix

## Intruder Alarm System

- **Zone 1 Store Room Door - movement sensitive.**  
magnetic door reed contact.
- **Zone 2 Store Room**  
Wide-angle sensor fitted in the rear left corner of the Store Room at ceiling height.
- **Zone 3 Bar – movement sensitive.**  
Wide-angle Sensor fitted in the front left corner of the Bar at ceiling height.
- **Zone 4 Cellar / Store Room**  
Wide-angle Sensor fitted in the front left corner of the Cellar/Store Room at ceiling height.

**Miaren Systems self-actuating external sounder and strobe light**, complete with front and rear tamper detection, to be fitted to the front elevation of the property.

The **Pyronix Euro 46APP Intruder Alarm System** allows you to control and monitor the security system remotely.

£665 + VAT (£798)

## CCTV System

- **Camera 1 – Main Entrance**  
under Porch, in order to monitor access to and from the Main Entrance to the building.
- **Camera 2 – Cricket Pavilion Entrance**  
Under Veranda, in order to monitor the Rear Access doors to the building.
- **Camera 3 – Bar Store**  
above Entrance Door, in order to monitor access and stock within the Store.
- **Camera 4 – Bar Counter**  
in Bar, in order to monitor the Bar Counter when unattended and when Cash and Stock are present.
- **All cameras:** High Resolution 1080p CCTV Camera with built-in Infra-Red illumination Images to be recorded to a 4 Channel Digital Video Recorder located at a convenient location. This unit is to be configured to record images on Motion and 24/7 to the internal 4TB HDD. This unit is to be configured to allow for Local and Remote Access via Web or Smart Phone for monitoring / reviewing / archiving purposes.
- **To supply, install and commission for the sum of £1375.00 + VAT (£1650)**