

## **MINUTES OF PELHAM HALL COMMITTEE MEETING 6<sup>TH</sup> NOVEMBER 2017**

### **Pelham Hall Committee Members Present**

David May Chairman, Anne May Treasurer, Ros Robertson Secretary, Jan Harrhy, Karen Rollings, Maggie Tudgay, Anne Oakley, Sarah Haeffner

**Apologies:** Geraint Thomas, Adam Burtt-Jones, Roger Forbes

**Minutes of Meeting 18<sup>th</sup> September 2017** Accepted

**Make public Minutes of Meeting 18<sup>th</sup> September 2017** - Agreed

### **Actions held over from March**

- Site plan - disabled access/facilities identified and to be added to existing Hall plans.  
**Action JH**

**Declaration of Conflict of Interest** – None

## **2. Matters arising**

- **Purchase of a coffee machine**
  - Select coffee machine (capsule type) and email other committee members for consideration **CH/RF to action**
  - CH/RF - select coffee pods and espresso samples, and include provision for sugar and milk supplies.  
[PMN: a Dolce Gusto capsule machine has now been purchased]
- **Food Safety Courses**
  - Managers – Level 3 - a 3 day course at Coleg Gwent for 12 people cost £80 each or ...
  - ... Online basic food preparation certificate level 2 course to be undertaken by regular users of kitchen (**CH to action**)
  - System and arrangements for use of kitchen to be agreed by next meeting for Pelham Hall events, therefore ...
  - ... need a “Kitchen Manager” to decide Terms and Conditions for kitchen access and use by outside catering, hirers including instructions and cleanliness of kitchen equipment used, including fridge/freezer/dishwasher, kitchen surfaces, tea towel laundry etc **CH to seek someone to be i/c kitchen**

- Terms and Conditions for kitchen access and use by outside catering tba.
- include cleanliness of kitchen equipment used, including fridge/freezer/dishwasher, kitchen surfaces, tea towel laundry etc

#### 4. Treasurer's Report – See attached

#### 5.a Events Committee Report

- Report of 12 October meeting circulated ... matters arising:
  - 25<sup>th</sup> celebrations: 8<sup>th</sup> September 2018 selected
  - Food certificate and coffee machine issues also discussed
  - Quiz Night on Saturday - arrangements agreed
  - Panto in 2018? Geraint, Tom and Paula – have expressed interest

#### 5.b Buildings Committee report

- Kitchen update
  - Shutter for hatch now fitted
  - Remaining issues? (JH)
    - a) Pass-through dishwasher deemed uneconomical to repair but £680 repair bill waived by John's Electrics. Need to purchase another.
    - b) No hot water pressure to main pot wash sink - needs further investigation
    - c) Reorganise crockery, utensils and kitchen equipment in new kitchen
    - d) Terms and Conditions of use to be agreed and made public **CH GB AJ KR**
    - e) Kitchen Hygiene requirement – **courses GB AJ CH KR to Action**
- Other issues (not on agenda)?
  - a) WI - washing up of tea and/or coffee cups
  - b) Bowling Club – washing up of tea and/or coffee cups
  - c) Tennis Club – plug in hot plate suggested & extra microwave to be available in upstairs kitchenette **Action JH**
  - d) Litter collection postponed until March 18th.

## 6. Possible Future Projects

- Upgrade of fire alarm system - antiquated and needs upgrading
- A wheelchair friendly lift to the 1st floor of the hall – **AR/DM/JH to Action**
- A solar energy facility to significantly reduce our expenses for electricity.
- West facing roof 85% efficiency or South east facing roof. **AR/DM/JH to Action**
- Vehicle charging point(s) both for cars. **AR/DM/JH to Action**
  - Already discussed last November, but no immediate demand.
  - This project - “put this on the back burner”

[PMN: decision by email in early December to go ahead and install as no grant application needed]
- Exterior and Interior Paint & Decorate – Target by September 2018
- Gutters Cleaned – hire of Cherry picker essential  
[PMN: Gutters cleaned by Richie Bentley on Nov 18<sup>th</sup>]
- **Funding source**
  - MCC grants **DM AR & JH to explore further**
  - Bernard Sunley Trust (for disabled lift – 20% grant) tba
  - TUCC (£1000 likely in 2018)
  - Hall resources some matched funding required. tba
- Committee approval to progress the disabled lift/solar panel project was given.

## 7. Date of next meeting

- Monday Jan 8<sup>th</sup> 2018

## 8. AOB

- Ladies toilet upstairs to be unisex – agreed (**Action JH DM**)
- Charity Box for donations to Pelham Hall

- List Projects being considered
- Volunteer List
- Renew carpet upstairs - currently a hazard
- New Curtains in the Main Hall to replace grey ones – (remove - possibly red blinds).
- Short mat bowls evening to recruit new members – 3rd Thursday in January 2018 along with Supper Night.

**Meeting closed 8.28 pm**