

MINUTES OF PELHAM HALL COMMITTEE MEETING 14th May 2018

Present: David May (Chairman), Anne May, Jan Harray, Andy Henstridge, Maggie Tudgay, Anne Oakley, Sarah Haeffner, Roger Forbes. Geraint Thomas, Adam Burt-Jones, John Bradley

1) **Apologies for absence:** Karen Rollings

2) **Minutes of previous meeting** (8th January 2018):

- **Accepted:** YES
- **Agreement to make public:** YES
- **Matters arising not on the agenda:**
 - a) Sale of oven: LR: the dual-fuel oven was a good buy but then regulations became too restrictive and the cost of required ventilation etc prohibitive. The oven has been on sale. Bid: made, but then withdrawn. eBay will demand payment but probably nothing will come of it. Still on eBay and Facebook.
 - b) GDPR actions on DM and RF. All 216 on mailing list were circulated asking for their consent to remain on the mailing list. 145 consenting to stay on list, 3 to unsubscribe. DM intends having one more round before the deadline of 21/5/18. RF going to phone round those who have not replied. **ACTION: DM/RF**
 - c) Fire escape plans – done by JH.
 - d) Kitchen management – ongoing **ACTION: RF and KR**
 - e) Kitchen hygiene inspection- JH. Ongoing. Visit from Env Health officer, an access visit is being organised for next week **ACTION: JH**
 - f) Action: re hygiene cert – too early yet. Ongoing. **ACTION: JH**

3) **Declaration of conflicts of interest:** NONE

4) **Treasurer's Report** – see Appendix 1. AM and Andy Henstridge (new Treasurer) to agree on signatories and then contact bank to make the necessary arrangements re bank account.

ACTION: AM/AH

5) **Committee sub-groups:**

- a) Events committee report. See Appendix 2.
 - i) **COMMENTS:**
 - ii) 25th anniversary celebrations in Sep 18. Both Tennis & cricket interested. Costs will be brought to the next Events committee meeting.
 - iii) Quiz night: cancelled. 42 sold before previous one, 8 pre-sold this time.
 - iv) Royal wedding? Too late to start.
- b) Buildings (JH)
 - i) AM/RM/JH did a fire risk assessment. JH has completed fire procedure, fire notices, escape plans etc
 - ii) Annual fire extinguisher checks
 - iii) Air con serviced
 - iv) PAT testing – nothing failed
 - v) Adam has the CAD drawings of the building which he will give to Jan.

ACTION: AB-J

vi) Security: we will stay with what we have until we get internet access.

6) Broadband CONNECTION TO THE Hall?

i) Peach Communications is a company which has experience of provision to village halls. They have given a quote of £80 connection charge plus £12/month line rental plus £21/month broadband provision (all excl VAT). So it would cost approx £475/yr (incl VAT).

ii) TUCC has money to support this type of project. After discussion it was agreed that we should provide broadband connection as a service for Hall users. David will follow up with Peach. We could charge commercial users a rental. DM will order the service (and follow up with TUCC?) ACTION: DM

7) Possible future projects update:

Disabled lift: grants being sought from Bernard Sunley foundation. Ongoing.

Solar energy: project – grant application not put in in time. It will be submitted for next deadline.

ACTION: ALISTAIR R?

Upgrade fire alarm system – money needed! No action yet.

8) AOB – NONE

9) NEXT MEETING: 25th June. 7:00 pm, Pelham Hall Lounge.

APPENDIX 1: Pelham Hall Treasurer's Report

Expenditure

From 01/04/18 to 14/5/18		
Expenses: Bar stock	£	494.92
Expenses: Cleaner fees	£	152.00
Expenses: Film hire	£	114.25
Expenses: Functions	£	218.87
Expenses: Mon Co Council*	£	822.40
Expenses: PH 100 Club	£	87.00
Expenses: PH Kitchen		
Expenses: Quiz Night		
Expenses: Repairs/Maintenance/Equipment	£	1,784.58
Expenses: Security (Keycards etc)	£	13.50
Expenses: Supper Club	£	30.19
Expenses: Utilities	£	156.84
TOTAL	£	3,874.55

*to end of financial year

TOTAL EXPENSES 1/4/18-31/3/19	£	3,874.55
TOTAL INCOME 1/4/18-31/3/19	£	2,690.52
PROFIT/LOSS	-£	1,184.03
BANK BALANCE 14/05/18	£	21,468.93

Income

From 01/04/18 to 14/05/18		
Income: Bank		
Income: Bar - Film Night	£	128.88
Income: Bar - miscellaneous		
Income: Bar - Other functions (Quarto & Litter pick)	£	183.50
Income: Bar - Quiz Night	£	-
Income: Bar - Soc Ev	£	153.70
Income: Bar - Soc Ev + 100 Club+Supper club	£	126.20
Income: Bar - Soc Ev + WI + Fish & Chips va	£	327.40
Total income from Bar:		£ 919.68
Income: Donations & Grants		£ 149.00
Income: Film night tickets		£ 300.00
Income: Other functions (excl room hire)		£ 162.18
Income: Key cards		£ 116.96
Income: PH 100 Club		£ 355.00
Income: Room Hire		£ 473.20
Income: Supper Club		£ 182.50
Income: Table Tennis		£ 32.00
TOTAL		£ 2,690.52

APPENDIX 2: EVENTS GROUP MINUTES 26/4/18

Present:- Amanda, Sally, Paulyne, Gill, David, Roger, Jan & Pat

1. Apologies received from Paula, Geraint, Del & Karen

2. DONM 31/5/18 Chair: Pat sec: Paula??

3. Matters Outstanding

a) 25th Anniversary celebrations 8/9/18:- e mails have been sent to Rosie Adams (Tennis Club) and Phil Harris (Cricket Club) inviting them to participate in the event, possibly with a tennis and cricket match or some other activity. Roger and Paula to work on getting gaps in the spreadsheet filled. It is hoped to hold a disco with DJ in the evening plus hog roast and a BBQ during the day. It's unlikely the Art in Penallt marquee will be needed as if it rains the hall can be used.

b) Food Certificate training:- everyone who expressed interest has the details. Pat suggested that it would be easier to complete it in one go or if not, with a short break between sessions so that details aren't forgotten. Pat will ask Jane McCord and Ann Bradley if they are also interested in doing it.

c) Information leaflet:- no further progress as yet

d) Thursday Social night:- not that well supported so it was suggested that maybe Bridge might be offered every Thursday, but this would need a dedicated organiser, possibly Paula or Gail. Paula to be asked if this would be feasible and if the next session needs to be advertised.

e) Fish & chip evening:- going well, posters to go up for next one including the board at The North crossroads.

f) Supper nights:- also still going well. April one served 33 adults and 7 small portions, making a profit of £260.04. Next event is 17th May. Emma and Roger will kindly do the catering of giant Yorkshires filled with sausages and onions, veg and gravy. June supper night will be a BBQ, details to be discussed at next meeting.

g) Film night:- The Party was very successful. 35 tickets sold making a profit of nearly £90.

h) Litter pick:- 32 volunteers over the course of the long weekend did an amazing job. To be added to the calendar as an annual event from now on.

i) Art workshop:- next one is 5th May, may need advertising and helper, Paula to advise.

j) Village panto:- ongoing

k) Quiz night:- ticket sales poor, only 8 sold and so a decision was made to cancel and postpone until the autumn. It was noted that this was the first time ticket sales had been so bad prior to the event. David to refund tickets already sold.

l) Quarto 7th April:- 27 tickets sold, a profit of £186 made. Disappointing lack of interest but a good night for those attending. Maybe plan another for 2 years time if possible.

m) GDPR:- David to send an email to all names on the database, approx. 220 people, asking them to reply with permission to continue receiving communications from us. Those who don't respond will be contacted by other means to determine their wishes. Mailchimp may be used for convenience.

4. AOB

a) A boards:- there was some discussion about the effectiveness of using the blackboards for notices and also how effective the small A boards are, as some people felt the detail was not easily read or noticeable. It was decided to purchase an A1 board to be sited at The Narth crossroads as this might prove more eye-catching.

b) Royal wedding 19th May:- starts at noon so it would be nice to have an informal village event with the wedding shown on the big screen and the bar open, with a bring your own plate option for those wanting to eat. Roger to organise bar staff and big screen, Pat and Chris to set up tables/ chairs as required.