

Pelham Hall Management Committee Meeting Monday 8th July 2019

FINAL MINUTES

PRESENT: Adam Burtt-Jones, Andy Henstridge, Jan Harray, Nikki Scarr, Lance Rowell, John Bradley, Anne Oakeley, Tom Rigby.

1. **Absences and apologies:** Geraint Thomas, Sarah Haeffner, Roger Forbes, Karen Rollings, Phil Harris, Anne May, David May, Nigel Roles

2. **Minutes of the previous minutes** accepted and agreed to make public.

Matters arising not covered in agenda:

2.3.2 Paperwork for Certificate of Lawful Development Almost complete. **ACTION: JH**

4.3 Loans. Agreed to pay £650 on September 1st 2019 to cricket club for outstanding loan. Still awaiting response from Tennis Club with regard to loan. **ACTION: AH**

5.2 Flashing repaired and additional flooring to attic added

6.2 Could DM please advise when Firefly are going to provide notice to close the Penallt website
ACTION: DM

3. **Declarations** of conflicts of interest: none.

4. **Treasurers Report**, as prepared by Andy Henstridge (below)

Total Income:	£9,608.64
Total Expenses:	£12,961.15
Bank:	£14,379.02 + Floats £500

Notable Figures:

Lottery Grant: £10,000 should be paid into account this week

£3,000 pledge from the Bernard Sunley Charitable Foundation for the lift for disabled is being requested

Outstanding invoices: £696.35

Final payment for Lift: £8,150.00

Overall balance: £19,900.00 approx.

Bar Report:

Bar is currently well stocked

Sally Henley has sourced all of the wines for the French Evening from Fingal-Rock.

5a) Events committee meeting minutes of 3/7/19 attached

Notes from our meeting below.

Bastille Day Dinner Sat 13.7.19 - Sue Milsom has sold 53 tickets (7 more available). Sally Henley approached Tom Inness from Fingal Rock who has supplied wines for each course at £2.50 per 125ml glass/£15 bottle averaging £11 p/bottle on a sale or return basis.

Next Supper Night is a BBQ - Thurs 18.7.19. (Presentation to Rog)

Next big event planned Sat 16 or Sat 30 Nov: 1940's night based on 75th D-Day anniversary with swing band & meal. In planning stage.

Sally Henley is to chair Events Group to end of 2019.

5b) Premises Report:

- JH updated the committee
- A section of wall (location TBC) has been pointed by Richie Bentley.
- The light in the stair well has been moved to accept the new lift.
- It was suggested as a priority to paint the exterior of the building. JH to get estimates, committee members to suggest alternative painters for quotes. It was suggested to approve a quote by email before the next meeting to accelerate the painting to ensure the building is painted before the autumn. **ACTION: ALL COMMITTEE, then JH/AH**
- LR to suggest alternative exterior lighting options for the building, LR will bring proposals to the next meeting. **ACTION: LH**

6. Lift Project

JH updated the committee:

- Awaiting start date
 - Lift company have surveyed the space, the lift fits, just!
 - A plaque is needed for the lottery funding
 - A register of users is needed for operation of the lift as part of the funding conditions
 - Suggest photos of the lift posted on the PH Facebook page
 - Smaller wheelchairs only will fit within the lift, JH has a wheelchair which she suggested very generously she could lend to the Hall.
 - A key is needed for the operation of the lift, the retention and management of the lift needs to be considered for all users with a risk assessment. **ACTION: JH to update at next meeting, At next meeting, committee to support PR / management / Risk procedures for lift in use**
- ACTION: ALL COMMITTEE (at next meeting)**

6. Website future

- NS updated the committee
- Squarespace offered as an alternative to the current hosting platform, it has worked very well for Art in Penallt
- Using Squarespace, it was around £1500.00 to build and create the site
- There is a question about how to brand Penallt, separate or not from Pelham Hall. A further discussion is needed.
- Kenny from 'Creative Gallery' supported the Art in Penallt, and has helped Nikki Scarr scope the work involved
- NS to put forward formal scope and costs at next meeting
- A specific thanks to David May for his extensive efforts building and maintaining the current website.

ACTION: All committee members to consider how to manage and input content

ACTION: NS to recommend approach at next meeting

7. Next meeting 2nd September 2019, 19.00

8. AOB

Committee discussed where to invest current surfeit of money into the Hall, such as new chairs and tables in the bar area, new exterior lighting, new door for tennis club, etc.

ACTION: All committee members to bring possible ideas of where and what to invest in to next meeting.

PELHAM HALL EVENTS GROUP MINUTES

Wednesday 3rd July, 7.00pm

Chair – Sally Henley Minutes – Niki Felstead

Present - David May, Pat Jones, Annie Oakeley, Jan Harray, Roger Forbes, Paula Brady (from 7:45).

Apologies – Nikki Scarr, Sue Milsom, Geraint Thomas

3. Matters Arising

Everything French – To date 52 tickets have been sold. Fingal Rock have agreed to supply the wine on a sale or return basis at a cost of £11 per bottle. (This has been worked out as an average price per bottle by Tom at Fingal Rock across the range of wines on offer). Wine can then be sold at £15 per bottle or £2.50 per 125ml measure. (Dessert wine will be sold as a smaller measure for the same cost per glass). Sally will give them a definitive number of attendees by Friday 5th. Niki will do a menu/wine list for the tables. We now have 3 x waiters and one pot washer for the evening. We still need someone to help Vincent in the kitchen for prep on the 13th, though he has offered to bring someone that he knows, but this will come at a cost. Sue will be asked to check the cost and find out times and what help is actually required, though it was agreed that it may be best to go with the person Vincent recommended unless costs are high. Preparing the bar and dressing the room will be done Saturday am.

Extended use of kitchen – Put on hold as Sue wasn't at meeting.

Language Classes – A note went out on the Pelham hall email asking who would be interested in language classes and we only had one response. So no more action will be taken at present.

Evening Talks – Sally contacted Roger Morgan and he is happy to come and talk. David will look back at records to see which talks he has done for the WI in the past. Through it was thought that the Chepstow Castle custodian talk may be a good place to start.

Thursday Nights Entertainment – BBQ and ukulele band. The response was great, food went down really well and the band a great addition. There was however confusion on payment for the band. A £45 donation was given for the band's charity of choice.

Next BBQ night is the 18th of July. Niki will talk to her boss tomorrow to see if they are available to play (free of charge). Salads are again to be made and Jan to get the meat. Andy is happy to man the BBQ again with another helper. Wed 17th 10:30am will be skewer making time, so anyone willing to help, please do! It was agreed to cater again for 50.

7. Regular Events

a. Fish & Chip nights still going well, next scheduled is 4th July followed by 1st August.

b. Supper night - BBQ 18th July. 15th August replace with Fish and Chips as many are on holiday.

c. Film night - Next is 19th July "Can You Ever Forgive Me". This is the last film of the summer season. No news yet on the autumn season.

d. Art Club – Still a small handful of attendees, so it was agreed to do a Facebook push. Next art workshop is 10th August, "Painting Pets in Oils" with Trevor Osbourne. Price will be £45 per head. Niki to do poster.

Big Event – All seemed to agree that a 1940's themed night would be a good idea with a possible swing band and period dress for those who wish to. Dates suggested either 16th/30th of November. Niki to research swing band.

AOB – Sally has agreed to chair the meetings going forward until the end of the year.

DONM Wednesday 15th August at 7pm. Sally to Chair and Nikki to minute.