



## PELHAM VILLAGE HALL

PENALLT, MONMOUTH, MONMOUTHSHIRE, NP25 4AH

*Registered Charity 524369*

### **Draft Minutes of Pelham Hall Committee Business Meeting**

**11<sup>th</sup> April 2022 6.30pm at Pelham Hall**

**Attendees:** Sarah Haeffner (SHa), Andy Henstridge (AH), Ian Bristow (IB), Tom Rigby (TR), David May (DM), Karen Rollings (KR), Nikki Scarr(NS), Adam Burt-Jones(AB-J)(Chair)

**1. Apologies for absence:** Geraint Thomas (GT), Louise MacMarron (LM), Cameron Lee (CL). Sally Henley (SH), Anne May (AM), Lance Rowell (LR), Nigel Roles(NR)

**2. Minutes of previous meeting**

**2.1. Accepted**

**2.2. Agreement to make public:** proposed by KR seconded by TR Agreed.

**2.3. Matters Arising**

**2.3.1. TR** to discuss storage with Richie, this has been done but decision outstanding and TR to discuss with SH whether single toilet OK for cleaning materials or if another solution is more viable. Whatever is decided requires immediate implementation as Pantomime clothes need to be removed from Cricket changing rooms.

**Action: TR/SH**

**2.3.2.** NS will send KR – examples of Risk Assessments - closed

**2.3.3.** NS The Welsh COVID regulations will be reviewed in a regular basis and decisions made in line with them - closed

**2.3.4.** SH/NS to go through the figures re Waste and will circulate their suggestion to the committee - It was agreed that we would get red and purple recycling bags and bottles collected and bottles but would not exceed £250 per year. Those on rota duty would manage the black bags. - Closed

**2.3.5.** SH & IB have agreed list of maintenance responsibilities – closed

**2.3.6.** TR to prepare and cost camera and send round for consideration. Camera purchased, installed in hall, with front door monitored - closed

**2.3.7.** AH and IB to continue with grant application for non-domestic rates grant. – £2,000 received discuss Finance section – closed

**2.3.8.**CL - Verify if showers need mending - awaiting clearance of Changing Rooms (2.3.1). Veri **ACTION: CL**

**2.3.9.**NS-Dishwasher requires mending – in Premises section

**2.3.10.**

DM to publish in newsletter assistance required for strimming. – in Premises section

**2.3.11.**

SH - Window cleaning: she will contact Gareth Riley – in Premises section

**2.3.12.** IB. JW Lee to come out re emergency lighting. PAT testing done, sticky labels required.- in Premises

**2.3.13.** KR- Check with Bonita re dates for Pantomime – done and closed

**2.3.14.** DM – Village plan – has placed on website for feedback – closed

**2.3.15.** Ensure updated copies of minutes filed – outstanding. **Action: AH/NS/AB-J**

**2.3.16.** Keycard on Loan – write suggested regulations for people who want to continue to have access into the hall. All key cards returned draft regulations

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

**4. Treasurer's report (AH)**

**1<sup>st</sup> April 2021-31<sup>st</sup> March 2022**

Total Income: £16,930.25

Total Expenses: £16,390.25

**1<sup>st</sup> April 2022- 11<sup>th</sup> April 2022**

Total Income £560.50

Total Expenses £472.06

We have received £2,000 for the Non- Domestic Rates grant.

Sum UP £2601 and approximately £200 in cash.

**5. Premises report (NS, SH and IB)**

**5.1. Outstanding items**

Richie is planned to do the following

**ACTION: NS to follow up**

1. Step from the hall onto the pitch is completely rotten and needs mending (raised by cricket club) –
2. A hole in the fascia of the front porch needs to be reviewed
3. Clock on the hall wall above the steps and visible on cricket pitch needs fixing (raised by Cricket Club)

4. Mend Dishwasher – Jones Electrics have been booked **ACTION: NS to follow up**

5. Strimming - a notice will be put into weekly email/newsletter

**ACTION: DM**

**5.2 SH:** Cleaning going ok. Gareth Riley will clean the windows. Increased cost of £100 per time. We will do window cleaning when required as opposed to regular contract

**5.3 IB** reported on progress. Emergency Lighting being replaced imminently, the electrical contractor has had to order replacement lights. Next PAT testing booked 21<sup>st</sup> June. Fire extinguishers were checked. Fire alarm requires 2 new batteries - £80. Fire test board should be in public space. Fire risk assessment IB will do by himself as cheaper option, IB will speak to fire service and AB-J volunteered to help. IB also noted P&P pest control pay for 6 visits a year and will ensure they provide feedback. IB to follow up replacement emergency lighting and Fire risk assessment.

**ACTION: IB**

## **6. Tennis Room and Decking**

The commercial position was discussed. It was agreed that we should pay for work associated with maintenance such as the repair to the supporting wall and the equivalent costs of repairing the woodwork around the windows. The Tennis Club should pay for new work such as the decking, the new door and the removal of the old door. We should also offer to pay off our remaining loan. NS to prepare draft e-mail and verify with AH and AB-J

**ACTION: NS**

## **7. Events (SH)**

We are continuing with our Thursday night opening, which is quiet but enjoyed by those who came along. 6 Nations attendance was mixed, due to Covid still or because The Bush also showed most games?

We have a family show booked for end of May using the Welsh Nights Out scheme, which ensures we do not make a loss.

The planning for our village Platinum Jubilee event is progressing well. A rough timetable has been produced starting around 3pm with outdoor activities, 4 pm competitions, 5.30 BBQ and 7 pm bands. Tickets will be on sale for the BBQ, but people can bring picnics if they prefer.

**PANTO:** Dec 1-3 performance with build starting 26 Nov. Karen has made Bonita aware of dates

## **8. Ukrainian Proposal**

There was a wide-ranging discussion regarding what we could do to assist the Ukrainians. Tom talked through the logistics of providing a group of Ukrainian's accommodation from within the hall. Other suggestions were providing community facilities for Ukrainians housed within Penallt. There was also discussion regarding fund raising and linking with other communities. It was noted that currently across the UK more accommodation has been offered than Ukrainians wishing to come although this clearly varies by region. It was suggested that DM sends out message in Newsletter to gauge the feeling of those in the village as to what we could do to assist the Ukrainians . **ACTION: DM**

## **9. Increasing Hall Usage?**

Looking at our bookings it is evident we need to find ways of increasing the use of the hall. The events team discussed this topic and stated that their objectives were to hold a Quiz Night, possibly with a light supper; a themed evening, similar to our 1940s night in the autumn and an evening dinner with food from a particular country, similar to previous Italian and French nights cooked by a chef. Members suggested that evening activities might be supported by people who are at work during the day e.g., Zumba, dance.

NS has looked at the responses to the village questionnaire to the village regarding the hall which took place pre-COVID. This has provided a valuable basis for further discussion. NS to form group to discuss and provide recommendations. **ACTION: NS**

## **10. Future Plans for the Hall**

AB-J to resurrect group to consider the medium and long term vision for the hall. AB-J to e-mail interested parties. **ACTION: AB-J**

## **11. Wye Valley Villages Plan (DM)**

David outlined current Tucc status, Penallt's number of Tucc councillors has increased from 2 to 3 and post May 5<sup>th</sup> David May and Nikki Scarr will be the Tucc reps and there will be one vacancy. There will be areas not represented post May 5<sup>th</sup> such as the Narth, Trellech Grange and Whitebrook as no one stood for the Tucc although individuals can be co-opted.

David reported on current status regarding the Village Plan. There are five projects outlined for Penallt. High Priority – quick wins there is creation of village gateway signs + 20mph speed limits and Penallt Viaduct improvements. High is Traffic Calming Measures and Medium Sustainable Farming plot and Pelham Hall Hub.

Next steps are that the priority projects will be identified and developed further subject to funding and a decision will be made on who is best placed to take this forward. Early 'quick-win' projects will be delivered if possible, such as gateway signage.

## **12. Governing Documents (AH)**

AH and IB to discuss and present proposals to next meeting for rewording the governing documents for submission to the Charity Commission. Areas such as membership and trustees may require further discussion at the meeting.

**ACTION: AH/IB**

**13. Dropbox (AH):** Complete

**14. Halls Together Project – Training Feedback** – NS has completed three training courses Carbon Literacy, Greening up your Hall and Managing your hall. All have served to emphasise how fortunate we have been in the previous management of the hall as we have completed all the fundamentals such as feedback from the community, evaluation and execution of areas focused on improving the sustainability of the hall. NS has committed as part of the Carbon Literacy Program to arrange an environmental audit on the hall to look at next steps for further improvement. **ACTION: NS**

**15. Hearing Loops** – AH applying for a 75% grant from the TUCC **ACTION: AH**

**16. Defibrillator** - The next step is to arrange the acquisition and installation of the defibrillator cabinet (a heated cabinet is recommended) **ACTION: NS**

**17. AOB** – None.

**18. Date of Next Meeting.** AGM followed by Business Meeting – 13<sup>th</sup> June at 6.30pm.

The meeting closed at 8.35pm

#### **ANNEX – Summary Action List**

1. **TR/SH:** Discuss and implement solution to remove pantomime clothes from Cricket Changing Rooms
2. **CL:** Verify if showers need mending
3. **AH/NS/AB-J:** Ensure updated copies of minutes filed
4. **NS:** Follow up outstanding maintenance issues with Richie and Jones Electrics
5. **DM:** Publish request for volunteer to trim around the hall
6. **IB:** to follow up replacement emergency lighting and Fire risk assessment.
7. **NS:** to prepare draft e-mail to Tennis Club re decking and verify with AH and AB-J
8. **DM:** to send out a message in Newsletter to gauge the feeling of those in the village as to what we could do to assist the Ukrainians
9. **NS:** to form group to discuss and provide recommendations to increase hall usage
10. **AB-J:** to resurrect group to consider the medium and long term vision for the hall and e-mail interested parties
11. **AH/IB:** to discuss and present proposals to next meeting for rewording the governing documents for submission to the Charity Commission
12. **NS:** to arrange an environmental audit for the hall
13. **AH:** to apply for a 75% grant from the TUCC for hearing loops
14. **NS:** Arrange the acquisition and installation of the defibrillator cabinet