

**Pelham Hall Committee Business Meeting**  
**21st November 2023 6.30pm at Pelham Hall**

Attendees: Nikki Scarr (Chair), Ian Bristow (IB), Sarah Haeffner SHa), Lance Rowell (LR), Steve Northedge (SN), Sally Henley (SH) (part time), Karen Rollings (KR), Wendy Boycott (WB), Tom Rigby (TR), David May (DM), Caroline Peters ( CP), ( part time attendance)

1. **Apologies for absence:** (IB) Geraint Thomas (GT), Cameron Lee (CL), Simon Angel (SA).

2. **Minutes of previous meeting**

2.1. **Accepted:** (SHa), (KR)

2.2. **Agreement to make public:** (SH), (IB)

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

**Matters Arising**

It was agreed to set up a WhatsApp group for Pelham Hall

**ACTION: CLOSED**

Some feedback relating to the website was discussed. It was agreed feedback on the diary detail such as contact names and numbers would be sent to Bob Scarr. **ACTION: CLOSED**

An 'events button' on the initial page was discussed to simplify navigation so the people could see what events were on at the Hall more easily. **ACTION: CLOSED**

**Tennis Club Rates**

Caroline Peters from the Tennis Club requested to attend the start of the committee meeting to present the view from the tennis playing community prior to the committee discussing the topic of Tennis Club rates. NS explained that with respect to this agenda item The committee was meeting today to discuss and agree the parameters of the proposal. NS asked Caroline to 'set out the Tennis Clubs position.

It was noted for the record that three committee members, NS, TR and KR were also Tennis Club members in addition to committee members.

CP stated that the Tennis Club had met and discussed that was a need to start with a 'Clean slate' with respect to the relationship between the Hall and the TC.

It was acknowledged that the Hall members had made several efforts to encourage TC members to attend various events. It was also mentioned that many TC members come from outside the village and as such would not normally attend local functions.

A broad discussion took place where several ideas on how to improve communication and interaction between the TC and the Hall with improved dialogue and planning and advanced communication of events to avoid clashes. The potential use of the bar and sports hall was also discussed.

These were:

better dialogue and planning to enable advance communication of events to avoid clashes and to give better notification of up-and-coming events and to give better notification of up-and-coming events.

Events to be communicated directly to the TC with the aim of encouraging participation and collaboration.

The committee expressed their appreciation to Caroline for attending the meeting and the positive attitude. Caroline left the meeting at the request of NS to allow a detailed discussion on the proposal.

A discussion followed regarding what level to set the proposed rent for the Tennis Club. Each member was consulted. It was agreed that NS should look at the calculator for the increase in Commercial rates for CPI. Concern was expressed regarding the equality of rates between the clubs.

Following a lengthy discussion, it was voted on unanimously to propose that the rate for the tennis club to be £1950 linked to an increase rate by CPI review after 3 years.

NS to send a note to Neil O'Doherty rejecting the above offer.

**Action NS**

## **5. Treasurer's report (SA)**

### **TREASURER'S REPORT November (up to and including November 21st)**

Total Income: £4,355

Total Expenses: £3296

Bank: £19,518

Floats:

£369

Income progress to budget - YTD £26,476 ( £44,321 Annual budgeted )

Expense progress to budget - YTD £29,483 ( £34,333 Annual budgeted )

## **A1 Dance**

A discussion took place on the lack of success in contacting Bonita to discuss the outstanding invoices. It was agreed that additional efforts would be made to start a conversation on what is required to help resolve this situation. **Action SA/NS**

## **6. Survey Report Action List Update**

**Fitness Classes-** NS updated that there were two potential people who had expressed an interest in holding circuit classes. It was agreed that we ought to provide preferential rates for the room hire in the startup phase.

**ACTION: NS to progress.**

**Dance Classes-** Potential for someone to run Zumba classes in the New Year.

**ACTION: NS to progress.**

**MCC Councilors Surgery.** Initial feedback from MCC was that they would be prepared to hold a surgery at the Hall subject to getting enough interest from locals to participate.

**ACTION: NS to progress.**

**Bike Repair Station-** TR updated that it was expected that the installation would be completed following the laying of the concrete base (Richie ) by the end of December.

**ACTION TR to progress.**

**Freshen up the Bar.** SN delivered a presentation detailing the refurbishment of the bar. The approach was to keep as much in place as possible, focusing on providing the bulk of the labour with volunteers. The overall cost over two phases was £1600 with a contingency of an additional £400. The proposal was approved by the committee. **ACTION: SN to progress**

No other updates were delivered relating to the other outstanding actions.

## **7. Premises Report**

IB shared a copy of the annual fire risk assessment as a pre read. He highlighted key actions that need to be taken in the event of a fire and that all trustees are responsible for fire safety at the hall.

Actions:

1. All representatives of clubs to ensure that the fire drill is cascaded to their members.
2. IB offered to run through the process with any bar volunteers not familiar with the hall and what to do in the event of a fire.
3. Confirmation is needed that all hirers of the hall are made aware of the fire safety procedures via the room hire agreement **ACTION: NS**

SH gave an update on the hall decorating. Walls to be cleaned/and prepared for painting. Bench seat to be built.

Paint selected - wood to be a darker colour, walls lighter.

Paneling around the bottom half of the wall.

SH to message asking for volunteers each Monday to assist with the decorating

## **8. Events**

It was confirmed that there was not going to be a Panto in the financial year.

Possibility of a St Davids Day supper night was being considered.

SA was proposing a Penallt Calendar to be launched prior to December

The Events team were looking at running a regular Bingo session on a Thursday, one per month basis.

## **9. Bar Prices**

The recent increase in bar prices was discussed. DM stated that he felt that this ought to have been tabled at a committee meeting and voted on. It was agreed that the Bar had always looked to deliver a blended margin of 50% and that price increases would happen 'little and often' to ensure that we did not need to have a large 'across the board' increase going forward.

### **9b. Hall rates**

Hall rates were discussed, and DM was concerned these changes were not voted on at a committee meeting. It was agreed that in future changes in Hall rates would require the approval of the committee. DM was also concerned that the £5 increment for heating was disproportionate when renting out a room such as the committee room. It was accepted that a significant amount of work had been undertaken by SA to revise these rates. The action was agreed for DM to talk to SA **ACTION: DM**

**AOB**

A Special General Meeting was agreed should be held on the 7th of December at 7.30pm to review and approve the governing document.

**Date of Next Meeting 16th January 2024**