

**MINUTES OF A MEETING OF THE PATER HALL
COMMUNITY TRUST HELD IN THE MEYRICK SUITE,
PATER HALL, PEMBROKE DOCK ON TUESDAY 1st MAY
2007 COMMENCING AT 1830hrs.**

Present: Councillor Ron Watts (Chairman)
Mrs Wendy O'Driscoll (Vice Chairman)
Councillor Phil Gwyther
Mr Andrew Johnstone
Mrs Patricia Thomas
Mrs Sandra Weatherall

In attendance: Mr Ian Jones (Company Secretary)
Mr Jeremy Jones (Caretaker / Handyman, Pater Hall)

1. Apologies for absence.

There were no apologies for absence.

2. To approve the minutes of the meeting held on 27th March 2007.

It was proposed by Councillor Phil Gwyther and seconded by Mr Andrew Johnstone that the minutes be accepted as a true record of proceedings. All were in agreement.

3. Matters arising.

Ian was asked to ensure that the Contractor for the phase 2(a) work which was ongoing was aware of the need to ensure that any tarpaulins etc used on the scaffolding were kept secure. He was also asked to check whether the individual bricks which were being replaced were the correct colour. Ian explained that the contract referred to the bricks being as true a match as possible given the period of time which had elapsed since the building was constructed. It maybe that at present the bricks have not weathered and therefore reduced in colour because of the elements.

4. To update Trustees on Phase 2(a) work.

Ian explained that the work was scheduled to last 6 weeks and involved the replacement of the existing windows by a different contractor to that used in Phase 1. Hopefully there would be an improvement in the standard of workmanship as a result. There would be a great deal of dust etc during the work but it was hoped this would be controlled. Some weekend work involving cleaning the brickwork etc was expected.

5. Update on Phase 2(b) costings and cost of replacement of the current heating system.

Ian gave details of the quotations which had been received from GasForce. The first quote for a zoning of the existing heating system was £4640.00 plus VAT. The second quote was for zoning as well as a new boiler and this was £9550.00 plus VAT. He had submitted the two quotes to Pembroke Design for their opinion. Mike Sauro had commented as follows:-

Zoning of existing boiler:-

1. The price would be acceptable but seems on the low side
2. The costs assume each zone can be isolated independently but should this not be feasible there will be additional costs and potentially there could be issues within the existing plant room.
3. Assume the quotation includes all wiring of the controllers and power required to feed the new zoning controllers.
4. A detail specification should be obtained prior to acceptance.

New Boiler:-

1. The price would be acceptable but seems on the low side.
2. The insulation of the pipes clause seems ambiguous.
3. The make of the boiler should be obtained.
4. The flue assumed would penetrate the floor or rise to the roof to discharge at high level. The quote seems to indicate a low level discharge.
5. It is not clear if the boiler is in the old or new location.
6. A detailed specification should be obtained prior to acceptance.
7. No indication of the pressure expansion system.
8. No indication if any pumps are to be installed.

Mike Sauro went on to say that generally the quote is not specific enough.

The Trustees considered the matter and decided that there was no need to replace the existing boiler. We should proceed with zoning but we would need to ask for a more detailed quotation for this work. We should ensure that the heating system took into account the work for the new Council Offices on the ground floor.

Ian was asked to write to Gasforce to ask them for this additional information etc.

Ian then read out an e mail he had received from Pembroke Design regarding the coping stones which needed replacing. Details of the costings were also discussed. The price of £7715.00 plus VAT was agreed given that the previous contractor Messrs Enzos had not completed their work with regard to the coping stones and some money had been retained for this to be completed (£2000). In addition there were some contingency costs in the current contract (about £4600) which could also be used.

6.To receive a Financial Report.

Details of funds in the various accounts stood as follows:-

Deposit Account	£87,759.94
Current Account	£21,748.26

The Phase 2(a) cheque for £61,846.95 would shortly be presented and a further transfer from the Deposit Account to the Current Account would then be necessary.

A decision on a 50% grant from the Townscape Heritage Initiative towards the cost of Phase 2(a) was also awaited. A rent payment from the Town Council of £7000 was due to be paid shortly.

7. To Discuss the funding for Phase 3 work.

The Company Secretary gave details of the letter from Mr Gwyn Evans regarding assisting with the payment of the new Lewis Street foyer. He had estimated a cost of £54,196.88 (including VAT) for this work and was prepared to give a 50% grant. Ian had written to him about the possibility of having assistance with the Foyer at the Dimond Street entrance which we hope to revamp. A letter in reply was awaited. If he was prepared to assist further then we would need some kind of costing for the work from Pembroke Design.

As this stage applications for assistance from the Land Fill Tax Credit System was still awaited. There was also the possibility of seeking a section 106 agreement from the developer of the Martello Quays towards the costs of improving the main Community Hall in Pembroke Dock but this would be subject to a request to the County Council from the Town Council.

9. Any other business.

The Company Secretary stated that he received brochures etc on a regular basis from variety acts who advertised their services. For example Acker Bilk and his Paramount Jass Band, Kenny Ball and his Jassmen, Variety Shows etc. The Trust would then hire the act and we would take money at the door to balance against cost incurred. At present with the renovation work taking place it was not practical to book such a show / group. The Trustees believed that once work on the Hall had been completed then booking of groups etc was an option but we should give priority to local talent.

The Trustees wished that the facilities in the Meyrick Suite be better advertised with the Arts Club being asked to make use of it in preference to the Sunderland Room which could then be freed up for other hirers.

There was a discussion on the advantages of having a website specifically for the Pater Hall Community Trust. The cost would be in the region of £64. Andrew Johnstone would take this forward and bring back ideas to a future meeting.

10. Date of next meeting.

The next meeting would be held on Tuesday 5th June 2007 at 1830hrs.

The meeting closed at 2030hrs