

**MINUTES OF A MEETING OF THE PATER HALL COMMUNITY  
TRUST HELD AT 1830HRS (6.30pm) ON TUESDAY 25<sup>TH</sup> MARCH 2008.**

**Present:** Councillor Ron Watts (Chairman)  
Councillor Don Esmond  
Councillor Phil Gwyther  
Mr Andrew Johnstone  
Mrs Wendy O'Driscoll

**Apologies:** Mrs Patricia Thomas

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

The Company Secretary stated that he had received a letter of resignation from Mrs Sandra Weatherall who was finding it difficult to attend meetings. Her resignation was accepted with regret and the Company Secretary was asked to write to her to thank her for her past support.

**37. Minutes of the meeting held on 28<sup>th</sup> November 2008 and the Special Meeting held on 21<sup>st</sup> December 2008.**

These had been circulated with the agenda for this meeting. It was proposed by Councillor Phil Gwyther and seconded by Mr Andrew Johnstone that the minutes dated 28<sup>th</sup> November be accepted as a true record of proceedings. All were in agreement. It was proposed by Councillor Don Esmond and seconded by Mrs Wendy O'Driscoll be accepted as a true account of proceedings. All were in agreement.

**38. Matters arising from the minutes not dealt with elsewhere in the agenda.**

It was suggested that a letter be sent by the Company Secretary to the Landfill Tax Credit organisation stating categorically that the Hall was for the benefit of the public and the work to be carried out was not for the benefit of the Town Council. The Company secretary was asked to make the point that the Town Council has made a substantial contribution towards the renovation work (£90,000 over three years together with a grant when the Trust was set up). There was a discussion as to whether the lease to the Trust should be made for a longer period than the 25 years originally stipulated but it was accepted that 25 years was the minimum number required when it came to seeking grant aid. There was no real reason at this point to seek an extension of time. It was agreed that the current fax line in use by the Town Council be transferred for use by the Pater Hall Community Trust so that the Trust was more readily seen to be separate from the Town Council.

The Company Secretary reported that Mr Jeremy Jones, the Town Council Handyman had uncovered extensive wood rot on the stage. He had carried out some repair work and the remaining woodwork had been treated with "Cuprinol 5 star" treatment. It was hoped that the rot had now been eradicated. The stage had also been repainted so that it was now black in colour. The Pantomime Society stated that this was much better for their performances. The cost of this work on the stage amounted to some £1100.

### **39. Financial Statement.**

The Company Secretary reported that the balances in the Bank Accounts stood as follows:-

Current Account: £ 266.90

Deposit Account: £171,034.75

Invoices for £2932.52 had recently been issued which included £830 for the performances of the Pater Pantomime Society.

### **40. Charges for 2008/9 financial year.**

The Company Secretary's Paper on charges was fully discussed. It was agreed that the new rates would apply from 1 April 2008. The contribution towards the cost of lights when the stage was in use was raised to £4 per hour. Mr Andrew Johnstone stated that for an additional charge of £3 per hour then computer facilities would be available anywhere in the Hall complex. The fact that broadband access was available for users of the Hall needed to be advertised. The Company secretary was given discretion to adjust rates of hire to those companies / businesses who booked for 2 or more consecutive days.

### **41. To discuss a new Policy and Procedures relating to Dignity at Work / Bullying and Harassment.**

This document had been approved by the Town Council at their last meeting as the staff carrying out work for the Trust were employees of the Town Council. It was agreed that the document as amended by the Town Council was acceptable, however, members believed that the document should not be directly linked to the Town Council and the Trust should have their own separate document. It was agreed that the Company Secretary would separate the policies.

### **42. Tenders for Phase 3(a) work.**

The Company Secretary reported on the tenders which had been received for this work. In the event after examination by Pembroke Design the three lowest tenderers had to withdraw their tenders because they had miscalculated costs for some of the work. The tender had now been awarded to JES Construction in the sum of £119,381.00 plus VAT. The Company Secretary said that work would commence on 31<sup>st</sup> March at the latest and be completed within 12 weeks. He had written to all users to tell them about the likely disruption etc whilst work was ongoing. The Company Secretary also stated that the existing bulbs for the main Hall lights were being phased out by the end of the year. Although additional bulbs would be obtained the Trust would need to update the lighting in the Main Hall. It was agreed that the matter be discussed with the contractor for the current electrical work to see if new lights could be incorporated now. The Company Secretary and Mr Jeremy Jones would make some enquiries. It was requested that non neon bulbs were used. There was a short discussion on the new zoning system which was about to be introduced. The Company Secretary stated that the existing boiler was to remain in use since it had another 5 years life expectancy.

#### **43. Proposals for renovation of the Foyer and Toilets at the front of the building (Dimond Street Entrance).**

A sketch plan prepared by Councillor Don Esmond had been issued to all members with the agenda for the meeting. The opportunity was taken for members to orientate the improvements by inspecting the current facilities in the Foyer area. Ian stated that once the work was completed and taking into account the last year grant (2008/9 year) from the Town Council there should be approximately £43,000 available to spend on the front foyer / toilet works which would incorporate a bar / kitchen area. Councillor Esmond stated that the profits from running the bar at events would be part of the overall income for the Trust and could be substantial if it was handled correctly. It was agreed that we would await completion of Phase 3(a) before embarking on any work to the front of the building. The work involved in renewing the existing toilets was not substantial and could be restricted to two tenders.

#### **44. Any other business.**

The Company Secretary drew members' attention to the fact that Councillor Don Esmond was not standing for re-election to the Town Council in May. At present there were three vacancies for Trustees representing the Community and members decided to co-opt Mr Esmond as a Trustees following his retirement from Council. In addition Mr Andrew Johnstone was asked to approach Mr Graham Roberts to see if he was willing to return as a Trustee now that his wife had returned to full health. Councillor Phil Gwyther agreed to prepare a newsletter for users of the Hall to inform them of the repairs and improvements which were underway.

Mr Andrew Johnstone informed members that the Company Secretary had recently returned from a training course for Town Clerks and had found a computer package which dealt with hiring of the Hall and the issue of invoices. The cost of this package which is provided by a company called RBS Software Solutions was £1000 plus training at £295 per day. This package was ideal and would reduce time spent clerically preparing hall hire forms invoices etc. Mr Johnstone had made further enquiries with other suppliers and had located a package at a cost of £290.18 (incl VAT). It was agreed that this package be purchased. The Pembroke Dock Web Project will then provide the backup and training at a cost to be determined. It was agreed that the backup and training from the website Project would be a two year agreement. Councillor Ron Watts had made some enquiries about the possibility of the Pater Hall being registered for Marriages under the Marriage Act 1994. He had ascertained that the cost to register was £525 and that the registration would last for 3 years.

The Company Secretary stated that there would be another Boxing Exhibition Show on Tuesday 22 April and he asked that a member of the Committee attend to support the tow members of staff who were to be on duty that day. He was of the opinion that his presence on the last occasion ensured that there were no problems with regard to entrance and drunkenness. He had already written to Mrs Gammer of the Pembroke Boxing Club to remind the organisation of the restrictions which would be operated on this occasion.

#### **45. Date of next meeting.**

It was agreed that the date of the next meeting will be Tuesday 27<sup>th</sup> May 2008 commencing at 1830hrs (6.30pm).