

## Darsham Village Hall Management Committee

### Minutes of meeting 9<sup>th</sup> September 2020

**PRESENT:** Keith Rolfe (Chairman - **KR**), Katherine MacIntosh (Secretary – **KM**), Heather Ballantine (**HB**), Jill Edwards (**JE**), Cora Smith (**CS**), Paul Diamond (Treasurer- **PD**), John Millward (**JM**), Michael Shipp (**MS**)

1. **APOLOGIES:** none

2. **MINUTES OF LAST MEETING:** these were read and signed by **KR**

3. **MATTERS ARISING:**

- Everyone agreed that the picnic was a success and that there had been a good turnout, making it a worthwhile event. **CS** handed over a cheque for £119, £95 was raised from the raffle and £24 was a donation. Cora was thanked for organising it. **KR** thanked everyone who had helped with setting up the field and sanitising at the beginning and end of the event.

4. **TREASURERS REPORT:**

- As of 31<sup>st</sup> August 2020 there was £9072.32 in the current account and £27,765.65 in the deposit account. The change of signatures has now been completed.
- Suffolk Water have now found us as regards the address. **PD** is awaiting further communication regarding the outstanding monies owed.
- A grant of £165, which was applied for, has been given to the Village Hall by Richard Smith of SCC. This will be used to purchase a bicycle rack for the car park and a key safe. No response was forthcoming from Norman Brooks. **PD** will now pursue an application for grant funding from Enabling Communities.
- A summary of all the monies will be available at the next meeting. **PD** advised that we weren't completely complying with the Charity Commission's regulations regarding our accounting. He would make sure we were now providing the information in the correct format.
- The 100 Club is keen to get as many people as possible to set up a Standing Order for their donation.
- **PD** said that we must not, in future, hive off amounts of money from our takings to pay for something else. All money from an event must be paid into the bank account and any expenses must be claimed from the back. **PD** said he could make sure he had some petty cash to pay for incidental expenses, e.g. George mowing the field.
- **PD** has acquired an estimate for the construction of the Petanque court. He also asked Alex Cox to quote for tidying up the roadside from the end of the oak trees to the fence and putting in a gate to give another access point. The estimate is £1560. We already have £600 but will need to raise more. **KR** will contact Sarah Shinnye to ask for a form in order that we might apply for more funding from the pot of money

from the development of houses under section 106. We have to share this with Westleton and Dunwich though. **PD** will go back to Alex Cox to formally agree what is to be done.

## 5. HALL UPDATE – KR

- All members of the committee now have a key to the hall. The keys to the east fire door plus the two storage cupboards will be kept in the kitchen. Both storage cupboards are to be left unlocked.
- **KR** has written to our solicitor to ask what it might cost to send a solicitor's letter to Angus informing him that he is in breach of contract. **JE** asked how long it might be before we hear from our solicitor; **KR** pointed out that she was only just back from maternity leave, and it would hopefully be reasonably soon. **HB** said that the cost of taking Angus to court would far outweigh what we might need to spend to complete the necessary works. **PD** wanted to know why Angus would not share the result of the sound report with us and would it be worth asking our solicitor if we could take him to the small claims court?
- **KR** shared with us the text that will be on the RAF plaque in memory of Bessie Shackley, the radar operator who served at the Darsham Radar Station during the Second World War. This will be placed on the outside of the Village Hall and unveiled on Remembrance weekend by a member of the RAF. **CS** said that she believed it would be more appropriate to place it at the church. **KR** said that he had already agreed that it could go on the Village Hall based on a previous email shot to all the committee members.
- **KR** said that an insurance payment would be due soon, for the broken windows and door.
- **KR** has been in touch with the bottle bank people, as a request from the Parish Council to site the bottle banks on the Village Hall car park has been put forward. He found out that we would have to pay for the service of taking bottles away and therefore there is no gain for us. The committee are not in favour of it being sited within a residential area because of noise, litter, wasps etc. Wouldn't the allotments be a better place? Our car park would ultimately be damaged by the huge lorries that arrive to take the glass away. Keith will go back to the Parish Council with our views.

## 6. BOOKINGS UPDATE – JE

- Jill is concerned that we may need to look again at our finances regarding keeping the hall running. **PD** said that our present income is not covering the costs.
- At this time we have the following bookings:
  1. Sequence Dancing Tuesday and Thursday afternoons
  2. Yoga Monday and Friday mornings (not starting until October) this is dependent on interest from the community.
  3. Darsham Dogs band practice once weekly, evenings.

4. Garwood brothers monthly Thursday afternoon.
5. Table Tennis Friday evenings.

Several of the other groups that were using the hall have either not got back to Jill or have decided not to continue for the time being.

## **7. KITCHEN CUPBOARD/WORKTOP – CS**

- **CS** has been to a wide number of suppliers and acquired quotes. The worktop has to have rounded edges and corners and be custom made, the only material that can achieve this is wood. After some discussion it was decided that bamboo would be the best, not least because of its disinfectant qualities. **CS** will go ahead and order this. She will also get an accurate quote for the wall cupboard now that she has a colour match from Michael.

## **8. CRAFT DAY – HB**

- **HB** confirmed that the November craft day is now cancelled. Some folk might want their £5 deposits back. This would not be a problem.

## **9. WIFI/BROADBAND – Peter MacIntosh (PM)**

- PM reported that, since assessing this 6 months ago, he had been advised to speak to Rade Systems in Hinton, a professional provider who installed the system at Westleton Village Hall.
- Rade have visited our site, and made recommendations based on the physical dynamics of the Hall and the need to have a secure system with sufficient capacity for the potential number of users.
- They have proposed an option with robust equipment: two wireless access points to achieve full coverage, ample capacity and security, and the facility to manage remotely both the system itself and (eventually) devices on it (e.g. lighting/heating control). The fibre broadband will be supplied by Zen Internet, and the networking hardware will be installed in a cabinet mounted on the wall in the south storage cupboard. Openreach should relocate the distribution point from the front door area when installing the line.
- Whilst cheaper solutions are out there, PM believes that such domestic options would not be adequate for our needs.
- He recommends we accept Rade's proposal – Monthly Fee £34.99; one-off costs: Hardware £764, Rade installation £420, Zen Internet installation £19.99 (all excluding VAT).
- **HB** asked for how long the quotation is valid: it expires on 7<sup>th</sup> October 2020. She said that the Parish Council may not be able to entirely fund the installation as it was more than originally estimated. They would need to be approached again at the next meeting.
- **KM** asked if it was worth looking for more funding, possibly from CIL. **HB** said that she had a training session very soon and would enquire whether funding might be available for this kind of project. It was agreed that we had sufficient funds to get started using the fashion show and guitar concert income.

- **PD** said that he felt we should continue to try and get it sorted now and not sit back and wait until the hall was fully back in use, by which time the price would have gone up again.
- It has agreed unanimously that we go ahead with it now. Thanks were given to Peter for his research and presentation.

#### **10. AGM**

- **JM** asked if we could temporarily postpone this until such time as it is safe to have one and be able to invite members of the public. **KM** said she would put a paragraph into the Fisherman letting the village know of our decision.

#### **11. AOB**

- **PD** said he would like to have a short finance meeting in order that we could set a budget for the coming year. It was agreed to do this at our next meeting.
- **KM** said that she would look to see if she had a full copy of the Scheme for Paul.
- **JE** said that SCC would be giving us an extension on our performing arts licence.
- **CS** said that she had had a complaint about the idea of getting rid of the green china in the kitchen. Storage of both sets is a problem if we want to keep both. Everyone agreed that the green china would go.

#### **12. DATE OF NEXT MEETING**

**Monday 19<sup>th</sup> October 2pm**