

## Darsham Village Hall Management Committee

### Minutes of meeting 23<sup>rd</sup> February 2021

**PRESENT:** Keith Rolfe (Chairman - **KR**), Katherine MacIntosh (Secretary – **KM**), Heather Ballantine (**HB**), Jill Edwards (**JE**), Paul Diamond (Treasurer- **PD**), Annie McPhail – **AM**

**The meeting took place on Zoom and was chaired by Paul Diamond**

1. **APOLOGIES:** Michael Shipp

2. **Treasurers Report:**

- **Constitution updating - PD** provided us with a draft document for our approval. It was decided that everyone would read through the document and let Paul have our thoughts by **Friday 5<sup>th</sup> March**. It transpires that the Charity Commission do have a copy of the 2013 document after all. **PD** would send everyone out a copy. Changes made in the new document to online banking and roles and responsibilities. **HB** asked if the “The Charity” is the village. **PD** said that “The Charity” was the Village Hall, therefore anyone who turned up to a meeting is entitled to vote. **PD** asked everyone to intimate what roles they would be prepared to take on when they had read the document. **JE** pointed out that the whole committee would stand down at the end of the year and that we should perhaps think about the ramifications of this. Would it not be a good idea to have some specific members to serve for more than one year to keep some continuity?

3. **Role of Trustees and their liability - KR** said that it was written into the contracts that we signed, personal assets were protected.

4. **Finances:**

- **Budget for 2021/2022 – PD** was in the process of producing a budget and balance sheet for next year. He was surprised to see that the actual Hall building was not previously down as an asset, it should be. He will also update the finance strategy report. **PD** also reminded us that we already have a grant of £600 towards the petanque court and that we should be going ahead with that. He thought it would be a good idea to get in touch with Alex Cox again to get a date in the diary for works. **KR** pointed out that there were still monies available in the **section 106 grant**. **PD and KR** will talk about that.

#### 5. 100 Club:

- A letter of response to questions asked by **PD** had been received from Heather Shipp. She asked if we were going to put a restriction on the number of times a person could win. The committee agreed that was not necessary.
- She also wanted to know what happens if someone is behind with their monthly payments and actually wins in a month when they haven't paid. This can happen with members who do not pay by Standing Order, and Heather has not been able to collect their subscription for some reason. This had been a problem during the Covid pandemic. **HB** said we should leave a decision until times were back to "normal"; **JE** seconded this. It was decided to leave it for the time being.
- A name was needed for 100 Club Members membership tickets. It was decided to call it their "**Share**".

#### 6. Village Fete 2021:

- **PD** asked if there was any chance we would be able to get insurance for the fete in case of cancellation. Other local events were not going ahead because they were not able to be insured. If we can't get insurance we can't go ahead with the event. **KR** would approach our insurers and find out if it was possible. He would liaise with **HB** who would be organising the event.

#### 7. Update from Keith Rolfe:

- Defibrillator – I have fixed new batteries since December which are guaranteed for 4 years.
- Following me providing the Sound Engineer with a plan indicating areas where panels could be placed at ceiling level, the Engineer has sent back his design for reduction of sound resonance in the hall, and advises 20 panels are needed 2.4m x 0.6m. I have gone back to him for more detail on placing and space between the panels, construction of them etc. Also, manufacturer is not very helpful in giving a price for supply and then fixing. Will continue and let you all know asap.
- No letter received from Mills & Reeves yet.
- Have not arranged Electric PAT testing or extinguishers until we are sure when we are opening, so it has saved us 5 months cost.
- I have asked the electrician to order 4 more heating panels to go down the centre of the hall, and they will be either 1.8kw or 2kw rather than the 1kw we have so far; this will effectively double our heat output. Also, he will fit thermostats for small and large hall, a set of switches to allow some of the panels, or all (as our lighting system) and a timer that we can set to go on before a hire. Will let you know as soon as I hear.

- As you heard from Paul, I have located in the archives the constitution accepted in 2013 and will forward that to all members.
- I am looking at the safeguard policies for the hall, and so far the 15-page documents that are existing seem to cover all, but will compare with latest first. Jill kindly sent a copy of hiring conditions and they also seem to cover the problem, leaving no doubt as to what is required by a hirer. Again I will compare - thanks to Jill for that.
- Finally thank you all for turning out last night, thanks to Paul for all his hard work on finances and constitution and thanks to Katherine for producing an agenda so quickly for the meeting.

#### **8. AOB:**

- PD has the names of specific people in ACRE who look after safeguards, and are able to help us with documents and issues we might have.
- Andrew Smith – Donations are being sought for the Southwold Lifeboat, to be given in memory of Andy, who tragically die in a kite-surfing accident. Cora, his mother, asked if she could use the Village Hall as the charity for the money to go through; this would mean all the money could go to Southwold Lifeboats. The committee unanimously agreed. The VH car park is to be used for parking on the day of the funeral procession, March 8th.

**The meeting closed at 7.55pm**