

## DARSHAM VILLAGE HALL - MANAGEMENT COMMITTEE

### Minutes of Meeting held on 30<sup>th</sup> August 2022 at 7:00pm

**PRESENT:** Keith Rolfe (Chairman – **KR**), Paul Diamond (Treasurer – **PD**), Katherine MacIntosh (Secretary – **KM**), Heather Ballantine (**HB**), Jill Edwards (**JE**), Annie Mcphail (**AM**), Michael Shipp (**MS**), David Taylor (**DT**), John Meggison (**JM**)

<b>Agenda Item</b>	<b>Discussion</b>	<b>Action</b>	<b>By Whom</b>	<b>Deadline</b>
<b>1. Apologies for Absence:</b>	None			
<b>2. Minutes of Last Meeting:</b>	Agreed and signed by KR.			
<b>3. Matters Arising:</b>	<ul style="list-style-type: none"> <li>a) Plumber certificate still not received. It was agreed that it would probably not now materialise.</li> <li>b) Spencer Oliver – he has now submitted his bill and been paid for work to the heating system.</li> <li>c) Amazon Smile Account deferred to next meeting.</li> <li>d) EON analysis will be for next meeting as PD needs to speak to them.</li> <li>e) KR has contacted SES (Suffolk Business Water) again regarding the bills they keep sending. He has had no reply.</li> </ul>	<p>None</p> <p>None</p> <p>None</p>	<p>PD</p> <p>PD</p>	<p>Next full meeting after AGM</p> <p>Next meeting after AGM</p>
<b>4. Chairman's Report:</b>	<ul style="list-style-type: none"> <li>a) KR has spoken to Adrian Cox regarding his jobs still requiring completion. He will try to organise something soon.</li> </ul>	Contact AC again	KR	Next full meeting
	<ul style="list-style-type: none"> <li>b) KR has submitted planning permission for the erection of a shed. When speaking to Planning Department he was told that we may not need planning for the playground. They will get back to him.</li> </ul>	Await planning contact	KR	Next full meeting

<b>5. Finance Strategy:</b>	a) Process for authorising payments – PD would like us to mention at meetings any payments that are due or needing to be paid. We can then all agree at the meeting, and he can go ahead. JE asked about direct debits: PD said we should agree/authorise these too. DT said that he had kept a record of all the electricity readings over the last few months and would pass these to PD.	Authorise all outgoing payments	The Committee	Immediate
	b) We all agreed to authorise the purchase of a TENS licence for the bar on the first film night on 8 <sup>th</sup> October. c) Role of Treasurer – PD said that although he is happy to carry out the accounts each month, which take him about half a day every week, he needed a better system for paying in monies accumulated from events etc. as this is taking too much of his time. He will produce a format for individuals to record the amounts of cash taken, thus making it easier for him to pay into the bank. d) Current Finance – <b>Current Account</b> as of 30/08/22 - £7868.32, <b>Deposit Account</b> – £27k in CCLA deposit Ac ..... agreed transfer of £7804.07 – we now have £20005.75 in CCLA. <b>Total Funds</b> - £27 874.07	Purchase licence  Formulate a template	AM  PD	Before 8 <sup>th</sup> October  Before next meeting on 18 <sup>th</sup> October
<b>6. Future Events:</b>	a) Darsham Dogs Gig – this is going ahead on 29 <sup>th</sup> October. The Fox are providing a bar. b) Wine Tasting on 22 <sup>nd</sup> October– It was agreed that HB, JE, AM and KM would sell the tickets for this. We would set the maximum at 50 people. HB will produce the tickets.	HB to print tickets	HB	Immediate
	e) Christmas Coffee Morning – Date agreed for 10 <sup>th</sup> December. It was agreed that it would be good to have extra stalls. HB would contact her craft stall holders.	Contact other stall holders	HB	Ongoing
	f) Christmas Lights turn-on – 11 <sup>th</sup> December. Mulled wine and mince pies and possibly some secular carols.	None at the moment		
	g) Summer Fête 2023 – A date was agreed for 12 <sup>th</sup> August. HB will try to contact some food outlets to attend.	Make contact with possible food outlets	HB	Ongoing
<b>7. Projects:</b>	a) Play Area – JE has the names of 10 people who are willing to form a group to pursue the playground project. She is happy to attend and organise the first meeting but will then step away, allowing them to set up a committee. This would report back to the VH committee, or possibly have one of their committee members co-opted on to the VH committee. b) Ladies Toilet – Adrian Cox says that he believes work needs to be carried out in the ladies toilet regarding a small leak. He says he may be able to do this in November.	Organise first meeting    Fix a possible date	JE    JE	As soon as possible    As soon as possible

<b>8. AOB:</b>	<ul style="list-style-type: none"> <li>a) PD asked that he be allowed to look at the cost of air conditioning units for the hall. It was agreed.</li> <li>b) AGM planning – KM would put out the information to give notice of the AGM. She would include information regarding vacancies on the committee. This would be shown to the committee before going into the Fisherman and other publications.</li> <li>c) JM – reported that the Facebook postings were getting plenty of likes. He feels he would like to ask for some help from someone in the village who has experience of Facebook to give him some new ideas.</li> <li>d) JE reminded us about the email she had sent out regarding jobs to be done in the Hall. These things needed looking at soon.</li> <li>e) JE said that we need an inventory of the Hall and a post-hire check list.</li> <li>f) PD said he would look up the pricing for the shed and circulate it to all members.</li> </ul>	<p>Find out costings for units</p> <p>Write the notice for the AGM</p> <p>JM would ask for some help from the village</p> <p>Tackle the tasks</p> <p>Produce an inventory and check list</p> <p>Investigate pricing</p>	<p>PD</p> <p>KM</p> <p>JM</p> <p>DT</p> <p>Committee members and JE</p> <p>PD</p>	<p>Ongoing</p> <p>By 14<sup>th</sup> Sept.</p> <p>Immediately</p> <p>Ongoing</p> <p>Ongoing</p> <p>Immediately</p>
<b>9. Date of Next Meeting:</b>	<b>18<sup>th</sup> October– This would be specifically to organise the AGM.</b>			