**Darsham Village Hall Management Committee**

**Minutes of Meeting 1st February 2022**

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

1. **Apologies for Absence:** There were no apologies.
2. **Minutes of Last Meeting:** These were duly signed as an accurate account of the meeting on 7th December 2021.
3. **Matters Arising:**

* **DT** is still waiting for the plumber to get back in contact. It was agreed that the contact suggested by **MS** will be used for some of the jobs, however, he will replace the faulty toilet flusher himself.

1. **Replacement of heating control panels:**

* **Peter MacIntosh** has been looking into the issue we have with the controllability of the current system. He attended the meeting to explain his findings. He told us that we are currently using the equivalent of up to 20 kettles every time the heating comes on. We are not able to set individual times each day and therefore the heating is sometimes on when it is not required. He recommends that the current controls be replaced with a WiFi-enabled device that can be programmed on a daily basis, depending on Hall use. It was agreed that **Peter** would go ahead and get quotes for the work to be carried out as soon as possible.

1. **Hall Update, outstanding jobs and Sound Panels:**

* **KR** began by asking if we still wanted to go ahead with the purchase of reusable signs for the coffee mornings and the film nights. It was agreed that this was a good idea. He would approach Leiston Press about this.
* **JE** gave us an up-to-date report on the situation regarding the Land Registry issue. She has again been in touch with our solicitors, who say they do not perceive there is a problem now with moving forward. They think that we are probably at the bottom of a pile because it is a small job. However, **JE** will get back to them again and intimate that we are prepared to sign the relevant documents again, if this will speed things up. Until this issue is solved we cannot justify spending large amounts of money on outstanding jobs.
* **KR** has had 2 quotes from sound-proofing companies. Muffles £4555 and AEG concertina doors installer £6305, AED (Darren) £4786.80. The quote from Darren, who fitted our projector system would be the preferred one, but we will need to get another quote.
* **JE** is about to send a second letter to Angus Bates at Sunbury Homes, regarding the meeting we have requested with him. This is a follow up to the postponed meeting due to have taken place in December. To date she has had no response to her last letter. She will inform him that this will be the last letter asking for the meeting. The letter will include our quote for rectifying the damp problem in the Hall. We are awaiting signatures before progress with any spending.
* **KR** asked **JE** to confirm that the Hall is unavailable for the weekend of the Queen’s Jubilee celebrations. This was confirmed. There is a wedding booked for the whole weekend, which has been booked since last year, before any celebrations were mooted.
* Several members of the village have expressed an interest in getting involved in landscaping the areas to the front and side of the Hall, which are currently very untidy. **Adrian Cox** has quoted for tidying up the side of the Hall, putting in fencing and siting a gate. **DT** will go back to him with some slight changes and see about taking things forward very soon.
* **KM** asked what people felt about removing the chain from the double gates, to allow village folk easier and more obvious access to the Green. It was agreed that we would trial this and see how it went. **HB** was concerned that people would allow their dogs to mess on the field.

1. **Film Club Income:**

* **PD** said that there had been a bit of a misunderstanding over the income of the Film Club. He thought that it would function as a club, like all the other clubs and pay £20 for hire of the Hall. **AM** was of the understanding that she would pay all the takings to **PD** and that he would then settle the invoices etc. This had not been properly discussed originally and was no-one’s fault. The money would now be paid into the Hall account by **AM** after each film night. **PD** would then settle the invoices.
* **AM** produced a set of accounts showing the income and expenditure so far. She intimated that the film group would like to have a pop-up alcohol licence for the last film of the season, in April. She would need to apply for the licence from Suffolk Council. **KM** would give her the form for this.

1. **Charges:**

* **PD** said that he and **JE** would look at the Hall charges based on the current Financial Year’s takings and come up with some figures to discuss.

1. **Coffee Caravan and Bookings:**

* **JE** said that the Rural Coffee Caravan was still keen to come to the village, despite low numbers attending. It would continue to be the third Wednesday of each month.
* Bookings continue to be going well.

1. **Village Newsletter:**

* **JE** produced a first draft for us to look at. **JE**, **Sheila Hemingway** and **Peter MacIntosh** have been working on it. Everyone liked the format and agreed it should go ahead. They also want to produce a second leaflet that just outlines what the Hall has to offer and its history. This would just be a one-off and would go out at the same time as the first six-monthly leaflet. The group had obtained 2 quotes for printing (Leiston Press £83 plus VAT, Hetties Copy Shop £125 plus VAT) This would be for printing 250 copies.

1. **CILS Money:**

* **PD** wanted to know when he could put in a bid for money. **HB** said it could be any time he liked, the money was there.

1. **Quiz Night:**

* **KM** said that all was going well for the quiz on 26th February. **Peter MacIntosh** was doing the questions and she would take care of the scoring etc. The posters are up around the Village and there would be a further reminder on WhatsApp group in two weeks’ time. People would be asked to bring their own drinks and that some nibbles would be provided. Help would be needed to set out tables earlier on the Saturday.

1. **Storage:**

* It was confirmed that there was no room for anything else in the cupboards. There was some discussion about the issue of the chairs around the Hall and the fact that we would need some more for the wedding in June. It was suggested that we may be able to hire these from a local group.

1. **Walking Market:**

* A new date was set for this on Sunday 15th May. This would need to go into the Fisherman on 14th March. **HB** would provide some text for **KM** to put in.

1. **Food Bank**

* **KM** suggested that we as a village might like to contribute towards items for the Leiston Foodbank. We could collect items each month at the coffee mornings, she would then take them through to Leiston. A list of possible preferred items would be circulated at the next coffee morning and she would explain it to those present. It was agreed that we would try this.

1. **AOB:**

* **HB** pointed out that we may soon lose our webmaster and our local history collator, due to the fact they are intending to move away.
* **PD** said that The Fox may not be able to run a bar and provide food for the second Darsham Dogs gig, due to the fact it was Easter weekend. He would follow this up.
* **JE** would like to discuss our bank account charges with HSBC. **PD** said that they actually come out quite well but that he will look at them in more detail. He will give them a ring to ask if they might reduce the charges.
* **PD** will get in touch with the local resident who asked if he might be able to come to Village Hall meetings, and possibly find out why he wishes to attend.

1. **Date of Next Meeting:**

* **Tuesday March 1st – 7.00pm**