# DARSHAM VILLAGE HALL MANAGEMENT COMMITTEE

(Draft not yet confirmed by committee)

**A Committee Meeting was held on 9th March at 7.30pm**

**PRESENT Mr K. Rolfe. (Chairman),** Mr. **K**. **A**lexander (Treasurer), Mr **M. S**hipp, Mr.Vic **H**art (Acting Secretary), Mrs.Sue Rickeard & Mrs **C**ora **S**mith and Ms Anne Tooze.

# 1.APOLOGIES – Mrs June Hart and Mrs Venmore Rowland

**2.MINUTES**

 Keith Rolfe took the chair for the meeting and Anne Tooze took the minutes. The Chairman (**KR)** confirmed that as all present had seen a copy of theprevious minutes as amended, they were signed by consent, as a true record of previous meeting.

**3.MATTERS ARISING –**

Items to be covered elsewhere.

**4.TREASURERS REPORT**

**KA** gave the report of the current finance for the period 01/03/2014 to 28/02/2015

In summary

Total Income £13,940.96

Expenses £8,882.87

Overall Total £5,058.09

Total Assets £48,628.79

KA noted the following:

1. there was a money transfer included, due to the closure of a bank savings acct which was giving low interest
2. Electricity cost had reduced slightly following renegotiation of tariff
3. Solicitors fees are shown under expenses for the Hall
4. Mrs Helen Reeves to be invited to audit accts.

**5. HALL MAINTENANCE**.

**MS** reported that he had nothing to report

# 6. PROJECT GROUP REPORT

**KR** said that he nothing further to report

**7. FUTURE EVENTS**

**VH** confirmed that the bookings were as the normal users and that the following were for this month: -

Monday (10am -1-00pm) Art Class

Tuesdays Dance Group 2-5pm weekly

Wednesday Zumba (weekly)

Bowls (to be advised)

Parish Council 10th March and 14th April

Private Function (Joan Girling) 13th March

Ladies of Leisure 13th March and 9th April

Craft Weekend 21st March

Coffee Morning PCC 14th March, Bowls Club 11th April

**9. 100 CLUB**

**MS** reported that some new members had signed up, but we still need another 20 people to take the spare numbers.

**10. HEALTH & SAFETY**

**KR** confirmed that copies of policies and procedures were on both noticeboards and letters with tear-off strips have been issued and all except Bowls Club had been returned. The Zumba Dance Group has their own Policy Statement regarding children and vulnerable adults.

Asbestos warning notices have been put onto the water cisterns for information.

The Child Protection Policy was provided by Suffolk Community Action.

All other hirers are to receive a standard letter to make them aware of Village Hall policies regarding their duty of care, in line with our policies, when hiring our Hall

**11. AOB**

1) Parish Council to be invoiced for meetings

2) Vacuum cleaner purchase at a cost of £70.00

3) Arrangements for payment of Cleaner to continue as present

4) List of Clubs and regular users is now on board, as requested by Parish Council

5) Bowls Club to advise VH of future bookings

6) Date of AGM to be decided at next meeting

**12. DATE OF NEXT MEETING 18th May 2015 at 7.30 pm**

#### DARSHAM VILLAGE HALL

#### MANAGEMENT COMMITTEE

#### NOTICE OF MEETING

#### I HEREBY GIVE NOTICE that a meeting of the Darsham Village Hall Management Committee will be held at: -

#### Village Hall

#### On Monday, 12th January 2015

#### Signed: V.A. Hart

#### Acting Sec to D.V.H.M.C

#### To…DVHMC Members…………..

#### AGENDA

#### 1. Apologies

#### 2. Minutes of last meeting.

#### 3. Matters arising

#### 4. Treasurer’s Report

#### 5. Hall Maintenance Report

#### 6. Redevelopment Progress

#### 7. Letting Officer’s Report and future events

#### 8. 100 Club

#### 9. Health & Safety Requirements

#### 10. AOB

#### 11. Date of next meeting