

DARSHAM VILLAGE HALL MANAGEMENT COMMITTEE

(Draft not yet confirmed by committee)

A Committee Meeting was held on 9th March 2020

PRESENT Mr K. Rolfe. (**Chairman**), Vic Hart (**VH**), , Katherine MacIntosh (**KM**), Heather Ballantine (**HB**), M.Shipp (**MS**), Jill Edwards (**JE**)

KM and VH took the Minutes for the meeting

1 APOLOGIES : Cora Smith (CS), John Millward (JM)

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

3.MATTERS ARISING

Craft Fair Peter MacIntosh has set up an email address for **HB**. She will put a booking form onto the website. **HB** asked about an electronic booking form and the deposits could be paid into the Hall Bank account.

PR Licences Performing Rights licence is still not with us.

WiFi Peter MacIntosh is looking into the supply of a service for the Hall

4.TREASURERS REPORT

KR presented the report in the absence of a Treasurer

COIF	£27,724.99:
Community Account	£9,755.10
Total	<u>£37,480.09</u>

KA has been taking meter readings from January to February and we have spent £18,000 since taking over the Hall.

5.HALL MAINTENANCE

MS has replaced a piece of cladding had fallen off the Porch.

He said that he would purchase a top for the Kitchen Island Unit.

HB said she would supply shelves and knobs for the doors.

6.0) PROJECT GROUP REPORT

KR reported as follows:-

1. First of all many thanks again for all your hard work for preparation and feeding the 65-70 visitors for the guitar concert and raising the money for the eventual installation of wi-fi and broad

band.

2. The Dash Astro have asked if we have any objections of declaring the hall and the green a Dark Sky area. Parish Council Chair Robin has confirmed they have no objection.
3. The dog poo box has not been placed yet as the LA requires us / Parish Council to get their permission for the final position. I have emailed them to meet me but no answer as yet.
4. The radar light is too big to place anywhere in the hall to show it off and Ron Reeves has asked if we would like him to offer it back to the Constabulary as they loaned it to us. If they don't want it then we could offer it to perhaps Dunwich museum or Bawdsey.
5. I have been given a hand over document from the developer and have requested some items not included and await further information.
6. The sound test has been carried out in the hall but no results or report yet. The picture rail has been placed within the hall top coat is being placed shortly. The white lining is scheduled for Thursday and the shed is to be moved Wednesday at 2-00pm followed by sweeping carpark areas of parking bays.
7. Richard (Temp site agent) has arranged lagging of water supply pipes in kitchen which should prevent condensation in winter. The concertina doors top plastic lining is to be adjusted by installers under guarantee. The floor that has mastic joint lifted is to be rectified by installer under guarantee.
8. Dampness at doors are to have silicone placed at frame externally to hopefully prevent further water penetration/ dampness and I will remind them to repaint around the doors internally but there is no point until it dries out.
9. Village fete am currently trying to get a price for a hog roast provision for the evening meal.
10. Before Keith A's resignation he had been taking reading of the electricity used on a monthly basis and I have asked Vic if he could continue this at the same time as he checks the emergency lighting and fire alarm call points.
11. Jill and I will be handling the finance for the time being until we appoint a new treasurer. Keith A is providing accounts up to end of financial year (29th February) and Chris Fox has agreed to audit it for us.
- 12 Many thanks to Michael and Chris Fox for cleaning and renovating the table tennis table donated by Paul Diamond

Questions have been asked about if we were going to organise anything to celebrate VE day in May. It was decided not to organize any celebrations.

KR will ask DASH Astro for further details regarding implications for Residents relating to their request.

No movement from the Developer on the Heating problems or supply of Thermostats.

7.0 LETTING OFFICER'S REPORT

JE reported :-

The only new booking was for Suffolk Day Lunch on 21st June 2020.

8.0 100 CLUB

There is one new member from the Village and approximately 91 in total.

9.0 HEALTH & SAFETY

Dash ASTRO don't use the outdoor lights for observation sessions. **KR** to investigate.

HB to purchase disposable gloves for the Kitchen

10.0 AOB

HB attended a meeting on behalf of the PC. She was informed that CILS might be available for certain projects. It could possibly be used to purchase a projector with the PC. It can also be used for Sport, possibly the Boules pitch?

Publicity **KM** has rewritten the web page and is nearly ready to update.
She has also done a report on Table Tennis.

COFFEE MORNING will not be held in April

11.0 Date of Next Meeting – Monday 20th April 2020 at 2pm at the Village Hall

**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: -
the Village Hall**

**On 20th April 2020 at 2.00pm
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. Chairman's Report**
- 7. Letting Officer's Report and future events**
- 8. 100 Club**
- 9. Health & Safety Requirements**
- 10 AOB**
- 11 Diary Events**