# DARSHAM VILLAGE HALL MANAGEMENT COMMITTEE

(Draft not yet confirmed by committee)

A Committee Meeting was held on 12TH January 2015 at 7.30pm

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

# APOLOGIES –Mrs Julia Venmore-Rowland.

1. **MINUTES**

Keith Rolfe took the chair for the meeting and AT took the minutes.

The Chairman (**KR)** confirmed that as all present had seen a copy of theprevious minutes and with the addition of AT as present and date clarification they were signed by consent, as a true record of previous meeting.

**3. MATTERS ARISING –**

TheChairmangave the following report:-

“Village Hall Current Position 6th January 2015

The section 106 agreement was sent to us a week before Xmas for signature, but did not give us any protection from a financial involvement if anything went wrong during the development. Our Solicitor is currently waiting for the development team to either enter into an agreement protecting us or some other arrangement to ensure we are not vulnerable to any financial implications.

The Village Hall Committee are to put in place policy statements in respect of Hall users and position in respect of the following:-

Equal Opportunities

Child Protection and Vulnerable Users/Adults

Working notes for any contractors carrying out work on the Hall and grounds

Guidance notes will be laminated and displayed on notice boards in both halls, and anyone having issues concerning any users of the Hall, and then they should contact a Committee member and report their concerns.”

Following the above presentation, the policies were reviewed and discussed. It was agreed that all user groups would be sent copies of the new policies to confirm our duty of care.

Asbestos information has been included within the policy notes and identified within the Hall for the convenience of any contractors. Individual user groups should have policies in place and have their own nominated responsible person.

Following discussion it was agreed that it was the responsibility of the Hirer that they comply with any requirements of the Gambling Act.

**4. TREASURERS REPORT**

**KA** gave the report of the current finance up to 31/12/2014. Money in account was:-

COIF Char. Deposit Acc. £34,949.15

Community Acc. £9846.03

Total £46571.52

**5. HALL MAINTENANCE**.

**MS** reported all ok generally.

There followed a discussion about the possibility of acquiring a cheaper Xmas tree in future years. It was agreed to investigate getting a donated tree, or perhaps Darsham Parish Council and other organisations contributing towards a tree.

VH confirmed that the monthly maintenance check on the Fire Alarm System and Emergency Lightingwas now in place.

# 6. PROJECT GROUP REPORT

See above under “Matters Arising”

**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 weekly

Tuesdays (10-12 noon) Exercise Class to 24th March

Tuesdays Dance Group 2-5pm weekly

Wednesday Zumba (weekly)

Bowls 19th, 22nd & 29th January, 5th, 12th& 26th February

Parish Council 10th February

Coffee Morning 14th February (Anne Tooze) for Leukaemia Research

6th March (6pm-9pm) Private Hire

**9. 100 CLUB**

**MS** reported that it was still a problem getting sufficient members to join the Club.

Approximately 25 new members are required.

**10. HEALTH & SAFETY**

See above under “Matters Arising.”

**11. AOB**

VH reported that the Monday Art Class had asked if they could show some of their work at the Hall. The idea was agreed principle subject to the Class being responsible for their own insurance. In return for a donation they could exhibit their work in the forthcoming Coffee Morning. VH to liaise.

**12. DATE OF NEXT MEETING 7.30 PM 9th March 2015** \*\*\*\*\*

**\*\*\*\*\* N.B. Please note changed date!**

#### 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, 9th March 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