# DARSHAM VILLAGE HALL MANAGEMENT COMMITTEE

(Draft not yet confirmed by committee)

A Committee Meeting was held on 3rd November 2014 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 Mrs Julia Venmore-Rowland.

# 1. APOLOGIES – None. The Chairman welcomed JVM as a new Committee member.

**2.MINUTES**

 Keith Rolfe took the chair for the meeting and Vic Hart 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 up to 03/11/2014. Money in account was:-

COIF £34,910.27

Current £11,661.25

Total £46571.52

**5. HALL MAINTENANCE**.

**MS** reported that he had carried out repairs to the ridge tiles and elsewhere on the roof a bill to cover this work has been handed to the Treasurer.

# VH reported that the remedial works to the Emergency Lighting was now completed and that he had started a monthly maintenance check on the Fire Alarm System and Emergency Lighting.

# 6. PROJECT GROUP REPORT

**KR** said that he has been sending emails to the Architects, the last of which was a fortnight ago, and has received no response. He has telephoned the Architect prior to the meeting and he confirmed that “things are still moving forward and that possible developers were in consultation and that significant movement is expected in the next couple of weeks”. Because of the nature of the development he is unable to reveal names or any further details at present. Additionally the three way agreement is not progressing towards signature until the developer is in place e.g. no further action by either solicitors.

**KR** said that he had received a request for an interim payment and that we are waiting for a breakdown of the work carried out but in view of the time lapse the committee has decided to send a cheque for the interim amount and will address the break down later.

**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 to December

Tuesdays Dance Group 2-5pm weekly

Tuesday Ballet/Dance (Cancelled due to low numbers)

Wednesday Zumba (weekly) up to 17 December

Bowls 13th, 17th, 20th, 27th November and 4th December

Parish Council 11th November

Church (Indian Food) Charity Lunch 10th November

Private Function (Joan Girling) 22nd November

Ladies of Leisure 13th November

Coffee Morning 8th November Parish Council

**9. 100 CLUB**

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

It was suggested that an advertisement in the “Yoxmere Fisherman” might help the situation, **MS** to action

**10. HEALTH & SAFETY**

**KR** confirmed he had sent an email to Community Action requesting details of any "standard" policy documents they may be able to give us to help us with equal opportunities, vulnerable adults and children, and disabled persons etc. He said that going through Geoff's files had revealed that he had made a number of these documents by using other village schemes and **KR** praised the hard work that he had carried out. Additionally a check list from the Health & Safety Executive was found that should prove very useful. A folder will be made to record all policies. This will include any asbestos (in toilet cisterns) for display for users of the hall. A discussion continued and it was agreed that all Hall users will need to accept these conditions and, where relevant, advise if their staff were regulated by the authorities regarding working with children etc.

**11. AOB**

There was a general discussion concerning defibrillator. It was supplied by Suffolk Coastal but needs to encased in a purpose-built cover. We therefore require funding for this item. After discussion **KA** agreed to approach Suffolk Council for funding.

**12. DATE OF NEXT MEETING 7.30 PM 12th January 2014**\*\*\*\*\*

 **\*\*\*\*\* 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, 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