

## **DARSHAM VILLAGE HALL MANAGEMENT COMMITTEE**

(Draft not yet confirmed by committee)

### **A Committee Meeting was held on 10<sup>th</sup> February 2020**

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

**KM and VH** took the Minutes for the meeting

#### **1 APOLOGIES : Cora Smith (CS)**

**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 **HB** met with Wendy and is trying to finalise a list of Crafters for 21<sup>st</sup> November. Maybe we can put a booking form onto our Web page and ask Peter to give her a “craftday@...” so she can be contacted in future. She will be taking over from Wendy on 28<sup>th</sup> March.

PR Licences **KR** has asked **JE** to go ahead and apply for a Performing Rights licence.

Unwanted Items **KR** would like to get rid of some of the “toot” that has been moved from the Old Hall. In particular, the old table tennis table in the shed, Can it be repaired?  
A date in April to be fixed for a Spring Clean.

Island Unit **MS** to look into putting wheels on the unit.  
**CS** has looked into a worktop from Howdens, at a cost of £36 0 approx.  
**KR** will send a picture of his wire drawer units for consideration.

Extra Chairs It was decided to leave this purchase at the moment.

Disabled Parking There is only room for 2+1 disabled spaces in our present position, therefore we propose to move them to the southern end of the Hall.

Hall Income and Expenditure A meeting to discuss income for the Hall concluded that the average income, per month is £4375 approx.  
Outgoings are not known. **HB** asked if we could we could estimate likely costs from historical figures in the old Hall.

WiFi **KR** suggested that we could take an 18 month contract for WiFi and pay for it with fundraising money. **HB** said we could use the money from the fashion Show, **JE** agreed with her. We took a vote, 7 out of 8 agreed to move forward with an 18 month contract and pay for it with recent fundraising money and not taken from previously raised monies.

Place of Refuge The Local Authority would like the New Village Hall to continue to be a place of Refuge in an Emergency. This was agreed by all present.

#### **4.TREASURERS REPORT**

**KA** reported that as of 31/1/2020 the current position of the accounts are:-

COIF	£27,724.99
Community Account	£7958.66
Total	<u>£35683.65</u>

**JE** proposed that we introduce a monthly Income/Expenditure month by month. This could be sent out by email when the minutes were sent out.

The recent Coffee Morning raised £156.

#### **5.HALL MAINTENANCE**

A piece of cladding has fallen off the end of the Hall

The Entrance Door problem will be looked at by Sunbury Homes.

The sealant is lifting on the floor in one corner of the Hall.

#### **6.0) PROJECT GROUP REPORT**

**KR** said that the meeting with Angus went well and he said that he will carry out all the outstanding jobs on our list.

The Acoustic Test is to be carried out next week.

We still do not have any information regarding installed equipment within the Hall, which includes no Operation and Maintenance manuals. **KR** will contact our Solicitor.

Angus seemed surprised that no Thermostats had been supplied for the Heating system.

£400 will be required to remedy this omission. We need to keep the pressure on Angus to make sure he moves forward on his promises.

#### **7.0 LETTING OFFICER'S REPORT**

**JE** reported :-

Hall will be in use on 7<sup>th</sup> May for the Police Commissioners Election.

A decision was made to reduce the fee for Bowls Practice night to £15.

Jill asked for permission to charge less for other short lets, agreed.

#### **8.0 100 CLUB**

No problems.

#### **9.0 HEALTH & SAFETY**

#### **10.0 AOB**

Publicity **KM** is going to be looking at updating the Web page to include up to date information and include a Booking form.

No Dogs Rule Agreed to remove this rule allow certain regulars to bring their dogs. This will be on a trial basis and will be reviewed in 3 months.

**11.0 Date of Next Meeting – Monday 9<sup>th</sup> March 2020 at 3pm 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 9<sup>th</sup> March 2020 at 3.00pm  
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**
- 12 Date of next meeting**