# DARSHAM VILLAGE HALL MANAGEMENT COMMITTEE

(Draft not yet confirmed by committee)

**A Committee Meeting was held on 14th September 2015 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, Ms Anne Tooze and Mrs June Hart.

# 1. APOLOGIES

# Mrs. J. 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 –**

It was noted that Jane Sapsed’s surname was spelt incorrectly in the AGM Minutes and this will be clarified in due course.

**4.TREASURERS REPORT**

Post-meeting, **KA** presented the following information for inclusion in the Minutes:-

**Assets**

COIF Char. Deposit Acct. £35,066.91

Community Acct. £14,159.34

Money Manager nil

Total Cash & Bank Accts. £49,226.25 (Assets)

**Liabilities**

Nil

Total Liabilities & Equity £49226.25

**KA** gave an update on Legal costs as follows:

A breakdown of Solicitors fees has been requested, but not received. The Committee needs to know what has been covered on the latest invoice, and whether or not there are any further fees to be addressed. It is therefore essential that it is produced, prior to any further payments being made.

**KA** further reported that Flameskil had been paid for their annual inspection and service of Fire Appliances in the Hall. The Hall Cleaner had been paid, as had the Rates for the Hall, purchase of additional cleaning materials for “Spring Clean” and two replacement electric kettles had been purchased.

Income from the Fete was approx. £800 of which, half was passed to the PCC.

Thanks were also expressed for Jane Evans and Jane Sapsed and everyone involved with the Fete which all helped to make it a great success.

Thanks were expressed to Michael and Heather Shipp for their work on the 100 Club.

**5. HALL MAINTENANCE**.

**MS** reported that he had identified some ridge tiles that needed attention, and he had repaired the fire door in the kitchen.

**KR** thanked all involved in the Spring Clean.

# 6. PROJECT GROUP REPORT

**KR** reported as follows:

106 Agreement had been signed, showing a reduced number of affordable housing units, and the contract is presently with the Council awaiting their approval.

**KR** said that an Archaeological Survey would follow in the next week or so.

**CS** has made a start on looking at Lottery Funding.

**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 Practice Thursday evening (weekly)

Horticultural Show 19th Sept.

PCC 19th Sept. 4pm-7pm

PCC 20th Sept. all day.

Ladies of Leisure 8th Oct. 1.30pm to 4.00pm

Coffee Morning 10th Oct. Bowls Club

Parish Council 13th Oct.

PCC 18th Oct.

Craft Day 7th Nov.

Coffee Morning 14th Nov. DVHMC (on behalf of Royal British Legion)

14th Nov 4.00pm Private Function.

**8. 100 CLUB**

**MS** reported that a further three numbers had been lost following members moving out of Darsham, but one new member and another possible had been found. Hopefully new people moving in might join also, but to date we are 18 down.

**9. HEALTH & SAFETY**

**VH** confirmed that replacement Emergency Light Fittings had been installed following the annual Inspection.

**10. AOB**

See item 8 above

**11. DATE OF NEXT MEETING – 16th November 2015 at 7.30pm**

**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: -**

**The Village Hall**

**On Monday, 16th November 2015 at 7.30pm**

**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**