

Mellis Memorial Hall Management Committee

Registered Charity No 1081393

Minutes of the meeting held 7.30pm Thursday 12th April 2018

Present: Doug Rogers (Chair), Penny Bullock, Ruth Slack, Chris Scott, Rowland Warboys, Sandra Smith, Robbie Russell

1. Apologies: Penny Morgan

2. Minutes from the previous meeting (1st February 2018) Agreed as correct and signed

3. Chairman's Report: See AGM

Request for Electric Meter Reading

- Doug Rogers estimates it was underpaid
 - Due to new heaters and cold winter
 - Fixed tariff for another 8 months, then seek new supplier.
 - Consider curtain across corridor.
 - Should benefit from new insulated windows / doors
 - Remote heating Setting will help

GDPR

- Charity Commission state:
 - Need to use a policy, Rowland to share info / from CAMRA.
- Penny to contact current regular hall users to ask if they object to us holding their contact details.

Faulty Light

- Ian / Cate Hubbard seeing to light.

Internet Connection

- Robbie recommending Plusnet (Unlimited business broadband)
- £25.49 for initial payment
£20.50 per month after.
- 2 Year contract gives free line installation.
- Robbie to organize – Rowland proposed that he go ahead, Chris Seconded
Thanks to Robbie

Banking

- Doug proposed we set up BACS system with a single Transaction limit.
- Cleaners Requested BACS payment

4. Treasures Report:

- Current Account - £1009.4
- COIF Account - £4910.85
- Petty Cash - £22.95

Doug signed accounts and will file with Charities commission

5. Booking Secretary's report:

- Bookings Down since last meeting
- Same hirers
- Hall Hire would increase with Wi-Fi
- Hall Hire agreement to be altered so that those who overrun their session by more than 15 minutes will be charged an extra hour.

6. Fund Raising

- Nothing to Add
- D.R. to meet with Julia & Paul

7. Rowland's questionnaire

- Questionnaire – Requests to improve:
 - Kitchen Facilities
 - Tables
 - Internet Access
 - Projector & Screen
 - Outside Seating
 - Improve Parking
 - Film Night
 - Outside heating.
- Feedback to be sent to the Messenger
- Robbie to look at cost of projector. To use D. Towill's donation
- To use this equipment there would be an extra charge made on booking.

8. Any other Business

- Ground Maintenance- Rowland still happy to Mow. - Days working party to be arranged
- Cleaning – Agreed to ask them to continue and increase their payment to £11 per hour.

Meeting concluded: 8:50pm

9. Date of next meeting: 2nd August 2018 – 7pm