

Mellis Memorial Hall Management Committee

Registered Charity No 1081393

Minutes of the meeting held 7.30pm Thursday 1st February 2018

Present: Doug Rogers (Chair), Penny Bullock, Penny Morgan, Chris Scott, Rowland Warboys, Sandra Smith

1. Apologies: None

2. Minutes from the previous meeting (21st September 2017) Agreed as correct and signed

3. Chairman's Report: Covered the following points.

Hall Refurbishment

- Following the receipt of grant funding the following has been achieved
 - New Heating installed
 - New windows on the eastern end of building and doors onto Patio replaced with up to date UPVC double glazing
 - Problem lighting due to failed tube in hand with Ian Hubbard.

Other Business

- PAT Testing on all electrical appliances is complete, recommendation to remove the 2 blower heaters from the Hall due to overheating
- Discussion with Parish Council regarding installation of a BT landline is ongoing
- State of Car Park raised with Parish Council
- Contact made with Julia Lall regarding November 11th, post meeting note " School are in agreement with getting involved"

Trustees/Secretary

- We are possible in breach of Charity Scheme rules not having a Secretary
- Contact needs to be made with new Parish Council for them to nominate their representative on our management committee
- Post meeting note " Robert (Robbie) Russell has joined as new trustee" and was welcomed to the team.

4. Treasures Report:

- Current Account - £7,432.60
- COIF Account - £4907.07
- Petty Cash - £48.02

£7000 committed for doors and windows. However once we can prove we have paid account we will then receive the £3000 from the S106 fund already agreed.

In view of the above Trustees agreed for us to go ahead with the installation of internet link

5. Booking Secretary's report:

- Bookings up with a busy December
- If we are able to provide an internet connection this could well increase lettings
- BT Line Rental – Smaller companies may give a better deal for Charities unlimited broadband
- Should we consider a projector and screen, to be carried over to next meeting

6. Fund Raising

- Chris Scott presented a list of the planned Church events for the year. She will feedback to the Church that the Hall can help with refreshments for the Open Gardens weekend on 2nd/3rd June. Discussion re how income might be shared – no resolution arrived at. The Car Park will also be available to visitors.
- Best probable event for the sharing of fund raising could be the Remembrance event on 11th November. Tobe followed up at next meeting.
- No other fund raising events planned although Robbie did offer to run a Children's Disco. This also to be followed up at next meeting

7. Rowland's questionnaire

- Robbie to design a flier to be included in the Messenger to give a link to Rowland's questionnaire about the Hall usage from the local community.

8. Any other Business

- Discussion about how best to separate the hallway from the main Hall, DR to discuss with Planning Department when sorting building control to sign off on the new windows and doors
- DR to chase up Ian Hubbard re new tube for light
- PB to contact Waveney Security regarding wiring of alarm system around new doors and remote alarm setting information
- DR to investigate whether we as a Charity will be affected by GDPR regulations and report back at next meeting
- Sandra gave notice about her need to step down as a Trustee but would be willing to continue interim if the role is reduced to handling the bookkeeping due to time commitments elsewhere.

9. Date of next meeting: Thursday 12th April, with AGM at 7.00pm followed by the Management Committee meeting