

# Mellis Memorial Hall Management Committee

Registered Charity No 1081393

Minutes of the meeting held 7.30pm Thursday 2<sup>nd</sup> August 2018

**Present:** Doug Rogers (Chair), Penny Bullock, Ruth Slack, Rowland Warboys, Sandra Smith, Robbie Russell, Tina Wilby, Penny Morgan

**1. Apologies:** Chris Scott

**2. Minutes from the previous meeting** (12<sup>th</sup> April 2018) Agreed as correct and signed

**3. Chairman's Report:**

## **Telephone Line/ Internet Connection**

- Order for line placed with Plusnet, BT having surveyed the site wanted in excess of £2000 to install, decision made not to go ahead
- Robbie pursued mobile (3G/4G) solution. Satellite would cost £800 for equipment only. Testing needed
- DR spoke to BT who say they will install line for £125 if we place a contract order which would commit us for 2 years. Line rental and call packages vary between £47 and £60 per month. Decision not to go ahead as BT may put up installation charge once we have committed to a 2-year contract.
- 4G solution is a rolling contract of between (£20-£45) per month plus equipment £19.99. Proposal that we go ahead and try 4G solution

## **GDPR**

- Agreed we need a written policy
- Penny M may have access through her trade contacts to a suitable wording we could use
- Robbie has access to Midwich policy wording
- Once these are available they will be reviewed by DR and policy put in place
- Robbie will update original Booking Form and Hire Agreement to be in line with our policy and Penny M will upload to the Website.
- Penny B to contact current regular hall users to ask if they object to us holding their contact details.

## **Faulty Light**

- Ian / Cate Hubbard chased to get bulb fitted before the darker evenings

## **Windows/S106 funding**

- DR to get prices for last 4 windows and the kitchen door as S106 funding of £3000 still available.
- Post meeting note. Quote for 4 windows and kitchen door is £4880. DR has contacted Mid Suffolk Council and they have agreed to up the original £3000 offer to £5517 which will cover everything and leave £700+ for the Hall to use on other projects. This money will not be available until work is complete which is scheduled for November.

### **Parish Council donation**

- DR asked Tina Wilby to pass our thanks to the Parish Council for their grant of £500 which will help in view of recent £420+ bill from Binders for repair of the sewage unit.

### **4. Treasurers Report:**

- Current Account - £124.00
- COIF Account - £3915.70
- Petty Cash - £57.90

### **5. Booking Secretary's report:**

- Fundraising question asked and following suggested;
  - Film Nights once we have purchased a projector, screen and sound system.
  - Information on electrical connection and instructions to be created for hirers of projector.
  - Robbie to draw up a list of equipment/works needed for when we meet on 6<sup>th</sup> September for DR to submit to Parish Council.

### **6. November 11<sup>th</sup>**

- Parish Council wish to be involved, financial help for food and a Wreath.
- Short meeting scheduled for 6<sup>th</sup> September to put thoughts together to present to Parish Council at their September meeting.
- Julia Lall has confirmed she has the date in her diary.
- Still no reply from the School- DR to chase to see if Paul Ryle can put us in touch with the ex-serviceman who spoke before, also to see if Children would get involved in producing items to decorate the Hall as they did in 2014.
- DR to put notice in the Messenger for the next 3 months.
- Penny M will produce an A5 poster for the Messenger, leaflet distribution and 10 off A4 posters to go up around Mellis.
- Penny B to contact the Limes.

### **7. Any other Business**

- DR to contact Chris Scott to see if she did make contact with flooring company regarding the areas of floor that are lifting.
- Pictures from Multiyork should be put up in the Hall
- Rowland will look at running a morning workshop to make Poppy's for November 11<sup>th</sup>

**Meeting concluded:** 8:40pm

### **8. Date of next meeting:**

- Short 30-minute meeting 6<sup>th</sup> September re November 11th at 6.00 p.m.
- Full committee meeting Thursday 25<sup>th</sup> October at 7.30 p.m.