

## **Mellis Memorial Hall Management Committee (MMH)**

Registered Charity no 1081393

### **Minutes of the meeting held on Thursday 18<sup>th</sup> July 2019**

#### **Present**

Doug Rogers – chair

Sandra Smith - treasurer

Ruth Slack

Penny Bullock

Penny Morgan

Rowland Warboys

#### **1. Apologies- Christine Scott**

Tina Wilby has resigned from the MMH committee

#### **2. Minutes from the previous meeting and the Annual General Meeting held on the 4<sup>th</sup> April 2019 agreed (after one minor change to the committee minutes) and signed as correct**

#### **3. Chairman's report**

The chairman reported that the hall's gutters need repairing and also one of the windows. The outside door also needs to be repaired. Mellis Parish council have allocated £500 from their budget to assist with the hall's maintenance. The Chair (Doug R) has also asked Mid Suffolk District Council for a contribution of £900.

Other matters arising from the chairman's report are documented under AOB

#### **4. Treasurers report**

##### **Is as follows:-**

Current account	£827-03
CCLA	£4439-41
Petty cash	£11.22

The accounts were signed as correct for the year ending 31 /03/2019. The accounts are available to be viewed on the charity commission's website

Doug R asked if the electricity costs for the last few years could be looked at in more detail to see if there were any trends in electricity use as a result of new heaters

## **5 Bookings secretary report**

Penny Bullock (booking secretary) reported that there are no new bookings

## **6. GDPR Policy**

The committee needs to update their privacy policy to conform to updated requirements

Penny Morgan is working on updating the webpage

## **7. Screen / projector and broadband**

Robbie Russell was not in attendance at the meeting hence not too much progress could be made re this. Doug R stated that he will contact Robbie re the projector and broadband

## **8. Feedback from Mellis Parish council**

As Tina Wilby has resigned from MMH committee, this means that MMH no longer has a representative from Mellis Parish council. There has been a request from Mellis Parish council that a representative from MMH attends parish council meetings (in order to provide feedback re MMH committee issues)

Rowland Warboys reported that in his new role with the district council, he may be able to provide information re relevant issues that may impact on the village hall

## **9 AOB/ Future events**

### **• Succession planning**

Doug R stated that we need to attract new interest in the hall and potentially new committee member's. Hopefully the installation of the projector with the potential of film nights may attract new interest. Likewise after the installation of broad band the potential of hiring the hall for meetings will hopefully attract different use of the hall.

- Doug R will ask Mellis Parish council if they intend to contribute to the maintenance of the car park margins.
- Terry Burgess will be asked officially to undertake ad hoc garden maintenance for the hall as required. Terry Burgess will need send his invoices to MMH's treasurer. Doug R will liaise with Terry re this.
- Rowland Warboys was thanked for all his work on garden maintenance in the past few years
- Penny Morgan is still interested in holding photography classes in the hall, but this will be deferred until the installation of broad band and projector.

- Penny Bullock asked re the water heater repair. It was agreed that Penny B will organise relevant repairs.
- Penny Bullock reported that the halls regular cleaner will be away in Sept 2019. Penny B stated that she will organise cleaning cover during this period
- Penny Morgan asked if there was any provision in the halls budget for advertising once the projector and broad band have been installed.

Date of next meeting Thursday 5<sup>th</sup> Sept 2019.... **Please note that the meeting date has now changed to the 26<sup>th</sup> Sept 2019 at 19.30**