

# **Mellis Memorial Hall Management Committee**

Registered charity no 1081393

Minutes of meeting held 20<sup>th</sup> April 2023.

1. Present - Doug Rogers, Chair (DR)  
Tracey Russell  
Helen Timmons  
Rowland Warboys  
Penny Bullock
2. Apologies - Ruth Slack, Robbie Russell
3. Coronation celebrations – as there was no one present from the parish council or the church we were not able to discuss arrangements. Doug to follow up with Alan Cross
4. Minutes from the previous meeting were agreed and signed.
5. Chairmans Report.
  - Table tennis table – it was decided that a notice should be fixed to the table tennis table asking for it to be put back in the usual place after use .
  - Projector etc – It was agreed that we will go ahead and purchase what is needed. DR has collected on-line prices for home cinema equipment and will seek Robbie’s technical advice . Penny will also ask a contact from Simply Sound and Lighting in Diss to contact DR to provide a quote.
  - DR’s on line prices – Projector £756, Remote control screen £150, Projector mount/bracket £30-£60 , Speaker price to follow. It was considered that we might put all significant donor’s names on a wall plaque .
  - It was decided that claiming VAT on any purchases would not be cost effective for a one off purchase due to the unreasonable amount of work and time that it would take. This would outweighs the benefit.
  - WiFi – the current contract has expired so DR will get some quotes.

- Cupboard doors - the plastic coating on the doors has deteriorated in the last few months . Helen is going to ask Neil if he can take a look at removing the coating and painting the wood beneath.

6. Finance report – Year End figures attached.

7. Booking Secretary

- Helen has informed all regular users about the price increase. A hirer has reported water on the floor of the men's toilets , so this will need to be kept an eye on.
- Mellis Open Gardens – Helen is looking for volunteers to do 2 hour shifts with the catering, all committee present have signed up for at least one of these shifts.
- Helen will apply for a licence to sell Prosecco and Pimms.

8. AOB

- Rowland will check the date that the grant for the Projector must be spent by.
- Helen raised the need to plan for future fundraising events. It was decided to organise a quiz on 30<sup>th</sup> September if Kev is available again.
- Doug will contact Alan about the needs of the use of the hall and its committee for the coronation events on Sunday 7<sup>th</sup> May.

9. Date of next meeting 20<sup>th</sup> July 2023, 6.30pm