

Mellis Memorial Hall Management Committee

Registered Charity no 1081393

Minutes of the meeting held 19.30 Thursday 31st Jan 2019

Present

Doug Rogers – chair

Ruth Slack

Penny Bullock

Penny Morgan

1. Apologies

Rowland Warboys, Sandra Smith and Tina Wilby

- 2. Minutes from the previous meeting** (25th October 2018) agreed as correct and signed

3. Chairman's report

- *Remembrance event.* The Chairman thanked the management committee for their contributions and hard work on the remembrance Sunday service in the memorial hall on the 11th Nov 2018. This event was well attended, with standing room only and was deemed a great success.
- *Maintenance.* The chairman reported that every window and door in the hall now has UPVC double glazing. The stable door in the kitchen was replaced towards the end of 2018. The total cost of replacing all doors, windows and skylights has cost £12,000 since 2014 and the work is now complete.

The water heater needs replacing, to date there has been one estimate for a new water heater at a cost of £800. Awaiting further quotes. The chair will write to Mellis parish council and ask for assistance with funding for the new water heater

- *Future events-* to be discussed later in the meeting.
- *Fund raising* discussion took place re: fund raising ideas. MSDC are to hold a "fund raising "course on 6th and 7th Feb 2019.

4. Treasurers report

In the absence of the treasurer the chair reported on the finances which are as follows:

Current account £1066.40

CCLA (Charity commission deposit) £4427.55

Petty cash £33.92

5 Bookings secretary report

The bookings are steady, there were a couple of private functions over Christmas/ New Year. On-going regular users continue.

6. GDPR Policy

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

We are continuing to make progress and inform all booking customers about data collection

Penny Morgan stated that she would update the vulnerable adults/ children and safe guarding policy documents on the village hall web site and on face book

7. Screen / projector

As Robbie Russell was not in attendance it was agreed that we could not make decisions re the projector/ screen and broadband. The chair will contact Robbie Russell.

AOB/ Future events

Discussion took place re future fund raising events. Various options were discussed including a summer/ autumn craft fayre.

This will be discussed further at the next meeting.

8. Date of next meeting

Thursday 4TH April 2019 . At the next meeting there will be the AGM first at 18.30 followed by the committee meeting at 19.00