

Mellis Memorial Hall Management Committee

Registered Charity no 1081393

Minutes of the meeting held 19.00 Thursday 4th April 2019

Present

Doug Rogers – chair

Sandra Smith

Ruth Slack-

Penny Bullock

Penny Morgan

Christine Scott

Robbie Russell

1. **Apologies-** Tina Wilby

2. **Minutes from the previous meeting** (31st Jan 2019) agreed as correct and signed

3. **Chairman's report**

- Maintenance. The chairman reported that every window, skylight and door in the hall now has been replaced thanks to support from:-Mid Suffolk District Council, Suffolk County Council and Suffolk Rural Fund
 - The halls' electricity account with southern electric ends on 31st May 2019.
 - The Chair reported re the repair/ installation of new water heater. Mid Suffolk have agreed to donate £500 to cost of new water heater. This will be discussed later in the meeting under AOB.

4. **Treasurers report**

As per AGM minutes

5 **Bookings secretary report**

- Penny Bullock (booking secretary) reported that there is a new booking (Yoga) every Monday
- Penny B reported that she is away from 18th May 2019 until 21st June 2019, Doug R, Robbie Ruth Chris Scott and Penny M all stated that if required they could assist with opening and closing the hall for this period. Robbie stated he would circulate a roster grid for when there were gaps in opening /closing the hall while Penny B was away(18/05/19 to 21/06/19

- Penny M and all those present at the meeting thanked the booking secretary for all her hard work opening and closing the hall.
- Penny B stated that help was required with garden maintenance, the Chair suggested that the committee use a gardener. Penny M recommended Terry Burgess and Penny M agreed to ask Terry if he was interested and available.
Doug Rogers stated that another gardener, Giles Pell may also be interested

Sandra Smith left the meeting at this point in the meeting at 19.00

6. GDPR Policy

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

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

7. Screen / projector

Robbie Russell reported that he now has quotes for projector options as follows:-

The price for a BENQ projector is approx. £798 including VAT (without Vat £665.) this includes the discount that Robbie can get from his work place

The price for a pulldown screen is £116 (plus mounting part will be £20-30 and cable £40)
Plus there will be installation costs

The Chair proposed that the committee purchase a projector this was seconded and agreed by all those in attendance

8. Broad Band / internet

Robbie R reported costing for internet connection and usage for 6 G data would be £30 / month for 2 years, plus the cost of a hub/box would be £50. This is a based on a business contract with EE.

Doug Rogers stated that the advantage of internet would mean the heating could be tuned on and off remotely. Doug R suggested that we delay installing broad band until after 1st May 2019.

9 AOB/ Future events

- **Water heater-** Doug R stated that the cost of new water heater is approx. £830 to repair. All those present agreed that we should go ahead with repair of heater Penny B agreed to organise this.
- **Village Hall email address.** - Penny M asked re the halls email account. She suggested that this is a g mail account, then this address could be on the webpage and could incorporate a calendar for hall booking. Robbie R volunteered to look into whether the broad band costings included e mail account.
- **Clearing up after quilting class.-** Penny B mentioned that a needle/pin had been found on the hall floor, this was found in the yoga class where most attendees are in bare feet

- **Fund Raising** – Penny M mentioned possible fund raising events. Penny M mentioned the possibility of photography classes for beginners, a couple of 2 hour sessions were suggested. All those in attendance agreed this was a feasible idea.
- **Succession planning for new committee members.** Penny M discussed how we could potentially attract new members to the village hall committee via the website. It was suggested that this should be discussed further at next meeting.
- *The meeting closed at 19.50*

10. Date of next meeting Thursday 18th July 2019 at 19.00