



Darnhall Parish Council



MINUTES OF THE MEETING OF DARNHALL VILLAGE HALL MANAGEMENT COMMITTEE HELD IN THE DARNHALL VILLAGE HALL ON MONDAY 24TH JULY 2023 AT 6:30PM

PRESENT: Cllr R Lee (RL)
Cllr M Sherry (MS)
Cllr C Williams (CW)
Ms. A Hancock (Caretaker) (AH)
Mrs. A Hignett (AHi)
Dr M Bailey (Clerk) (MB)

1. ELECTION OF CHAIRMAN

It was agreed that Cllr R Lee should be the chair of the meeting.

2. APOLOGIES

No apologies were received.

3. DECLARATIONS OF INTEREST

No declarations of interest were reported.

4. MINUTES OF MEETING HELD ON 22nd FEBRUARY 2023

The minutes from the meeting held on 22nd February 2023 were agreed as a correct record.

5. MATTERS ARISING

The following matters were raised from the above minutes: -

- CCTV – now done.
- Floor Polisher – RL looking into the issue.
- Extractor – on the schedule for maintenance.
- Window – on the schedule for maintenance.
- Members agreed to hold the next meeting in person at the Hall.
- Sound System – now ordered.

6. ISSUES TO BE CONSIDERED

The following issues were considered by the Committee: -

- *Budget Monitoring Report (April-June 2023)*
The meeting noted the report, and no issues were raised.
- *Report from Caretaker*
AH provided the following report.
 - Hall Lettings – the following matters were raised: -
 - Dancers and Brownies finished for the summer.

- MMA still on the Monday evening.
 - WI still having meetings.
 - Several private functions have taken place.
 - Several events planned, including quiz night and fundraising events.
- Maintenance – the following issues were raised: -
 - Strip lights in the loft are not working correctly.
 - The light in the ladies toilet is also a problem, but the caretaker said she will deal with that – will order these (AH to get RL a number).
 - The back porch door is an issue as slow release is malfunctioning.
 - No water draining from the men's urinal. AH to contact a plumber about this matter.
 - Report of an accident in the storeroom due to over stacking of chairs/tables.
 - Will review the contents of the filing cabinet.
 - It was requested that a chain is purchased to keep chairs in place and also a trolley for moving the tables (will contact Linpac about this).
 - AH also reported that she had acquired a few wooden tables which could be used for events.
 - Boiler to be reviewed and checked in August 2023.
 - Other Matters
 - Will review the fees and charges for the Hall at the next Parish Council meeting.
- *Maintenance Issues*
Members considered a schedule of work which had been drawn up. The following items were discussed.
 - Windowsills – could be done by volunteers.
 - Telephone Box – to be undertaken by AH.
 - Contracted work – it was suggested that Darnhall Estates could be approached as well as other contractors (AH to approach contractors based on scope of works – see minute below).
 - Scope of Work – it was proposed that this should be drawn up based on the list (CW to action).
 - Minor Works – will approach companies as required (see minutes above under Report from Caretaker).

7. ANY OTHER BUSINESS

Members considered matters under this agenda item.

- Defibrillator – will look to register the defibrillator on The Circuit website.
- What Three Words – will look to register the location for the defibrillator and for the Village Hall.

8. DATE OF NEXT MEETING

The next meeting will be held on Monday 9th October 2023 at 6.30pm.

Meeting closed at 7.08pm

Chair