**3**  **Manorfield Board Meeting 6th November 2023**

**Attendees:** Ian Rodley, Peter Sutton, Christine Webb, Deniece Callaghan, Kim Groves, Karen Johnson

**Appolagies:** no appolgies

**To Do**

* Ensure all accounts are up to date. Banking app update to cover/ safeguard Ian as the person transferring funds. This to be added to the service level agreement.
* A document needs to be created by the Manorfirld Hall Board of Trustees on who is responsible for what. Currently, DAZL is leading on everything and running the hall free of charge with no service level agreement in place. DAZL and their board of trustees would like a partnership agreement/service level agreement put in place.
* The signage for the hall needs to be updated or replaced to drive new members and remove the old manager's number. This is a concern as enquiries have been going to the previous manager from the website and have not been forwarded hence losing the hall vital money. We have solved these issues with the website company but are concerned regarding the lack of forwarding from the previous manager.

**Actions Taken**:

* A new Dishwasher was Installed and the new Cooker was purchased and installed as the previous one was not fit for purpose.
* DAZL has actioned an electrician to replace all lighting outside and around the building for safety reasons. Other concerns with electrics to also be addressed

**Building:**

* Foodbank is continuing to run great with around 30 families each week. We get Fareshare every Thursday and once a month From Morrisons. Parents and families from DAZL and the community have also donated to us.
* Tots are getting new members weekly and are still being run by the Volunteers Faye, Liz and Chrisie. We have an average of 30 families every week. We need help to keep this fresh and ensure things a new so people continue to use the service.
* Debbie Dance Theatre and the Scouts are still using the hall regularly. Parties have increased especially without the bouncy castle. These are most weekends
* Repainted the whole building inside, all walls, doors, and woodwork. The money was used from William Hill for the £450 ready for the Christmas events. Sadly they never turned up to do the actual work so we have had to ensure this was done ourselves.
* Sadly we have had to remove the church as a hirer of the hall. After stating they paid cash to the previous manager and us not being able to local this we have had to part ways. They still owe the Hall £600 but with no paper trail from previous management, we will have to take this as a loss.

**Upcoming Events**

* We have arranged for a Christmas dinner event for the Elderly from the local community on the 9th of December. This will include a 3-course meal and drinks, there will be entertainment bingo and a raffle, there will not be a cost for this.
* Tots Christmas party – 14th December. Every child will receive a gift and we have Santa coming to visit everyone.
* Healthy Holidays will run 2nd & 3rd of January, DAZL has been successful and gained funding to deliver two full days of activities, with Breakfast and lunch provided.

Other confidential items were discussed but not published in these minutes

Next meeting 28th February 2024