Needham Village Hall Management Committee Meeting

Meeting held on 11th June 2012

1. The meeting was opened at 7.30pm by Chairman George Miller who thanked all those attending.
2. **In attendance:** George Miller (Chairman & Treasurer), Steve Neaves (Vice-Chairman), Caroline Dear, Revd. Clive Hudson, Harold Jefferson, Andrew Major, John Morrish, Pauline Spinlove, Denis Tavner, Helen Walker & Jean Youell.
3. **Apologies:** None
4. **Corrections** of the last minutes: None
5. **Matters arising**:

   Recent Invoices

   a. Electricians Invoice for fitting cooker has been paid £88.65, the cooker cost £210.00
   b. Carpenters Invoice: George has contacted 'Doe's' the invoice for the carpenter was included in Doe account
   c. Colin Walker's Invoice (Kitchen radiator instillation): £740 paid on the 30th March 2012

   New Needham Village Hall Keys: some of the keys have been sticking and have needed to be recut. Denis suggests that we push the door to when inserting the key to ease the problem
6. **Treasurer's Report**: The books are back from the Accountant, Mr Robert Buck.

   Current Funds: Hall Account: £1413

   Reserve Account: £2346

   John Morrish attended the meeting was thanked for coming; John has volunteered to take over the role of Treasurer. George & John will arrange to meet and handover the accounts. George suggested that we should increase the number who are authorised to sign cheques, John & Caroline will complete the mandates for Barclays.
7. **Any Other Business:**
   a. Caroline & George have been in contact with Cindy who has agreed that it is in her best interest to step down from the committee and as a trustee because of her health. She will be greatly missed; Caroline will arrange to send a card and flowers to Cindy to thank her for all her hard work and commitment on behalf of the committee.
   The trustees for NVH are Denis, Harold, Jean & Pauline.
   b. Helen has set up a Facebook page for Needham Village Hall, this will useful information and notices about forthcoming events and photographs and reports on previous events. There has already been one enquiry via the Facebook page regarding lettings.
   c. Lettings were discussed, we currently charge
      i. Main Hall £5.00/ hour Summer & £6/ hour Winter
      ii. Hall & Annex £9/hour Summer & £11/hour Winter

   The Annex could be let separately as it does have its own access; a small cabinet will be put in there with a kettle and some crockery donated by Roy Elliot.
   d. Denis, John & Andrew were thanked for their hard work clearing and mowing the outside area of the hall prior to the Jubilee weekend.
   e. George suggested at the last meeting that each of the committee members who have a role in the village hall write a 'job description' stating their roles and responsibilities. Please can everyone document all the jobs and extra things they do so that we can put together a folder of information for the committee and for new members.

f. The NVH BBQ for 2012 which we had scheduled for Sunday 23rd September has been rearranged to the 9th September as Caroline was due to be away in late September.

g. Future events were discussed briefly and a Harvest Supper on October 14th was suggested.

h. The bottle bank outside the village hall now has two banks in place, one for white glass only and one for mixed glass. The second bank has been provided rent free by South Norfolk Council to avoid the collection of bottles and bags around the bank when it became full. Hopefully this will resolve the problem! We will receive revenue for both bottle banks.

i. Advertising in the Link was raised and previously discussed at the Parish Council meeting; The Link is funded by the PC with the understanding that no adverts are included. The Editor does not want advertising as this will make the printing of the Link more difficult and the cost of outside printing is not feasible. It was agreed that flyers from third parties can be inserted for distribution at a cost of £20.

The Editor also sent a memo to remind the committee that the new acoustic panels in the village hall have not been advertised in the Link! Andrew to do.

j. The Jubilee celebrations were a great success and the Jubilee committee have approx. £1100.00; ownership of the Jubilee bench was discussed at the Parish Council Meeting as it would need to be adopted by them if the bench were to be placed by the Needham sign opposite Mill Lane. However the general consensus from suggestions given at the Tea Party & by the Jubilee committee is that it should be placed in the corner of the hall grounds between the cherry tree and the play area; where it can be a focus for future events. The bench will be anchored in to prevent theft!

The noticeboards in the village were also discussed; they are all in need of repair. The two larger boards, one by the Red Lion & one at the village hall belong to the Parish Council. The small board at the village hall belongs to NVH; the jubilee committee would like to contribute towards the purchasing of a new community board with a commemorative jubilee plaque in the header. It was agreed that NVH committee and the jubilee funds will jointly buy. John & Caroline will look into a suitable replacement board. We will replace the cabinet and reuse the legs.

k. The purchasing of a dishwasher was discussed. John has had a look and felt that a 14 place setting dishwasher could be fitted with a bit of shuffling! It would not be of benefit at a bigger social event because of size and when used for the library tea cups etc. it would mean someone staying to turn off and empty the contents. It was agreed at this time to keep doing the washing up!

l. The subject of the crockery was raised; it is a bit old and tired looking! It was agreed that we should purchase some new cups and saucers initially, with a view to replacing plates at a later stage. Helen will look in to prices & sources of white catering crockery.

m. The purchasing of a PA & music system was raised. This was agreed to be beneficial for future events. Helen will look in to prices.

n. Steve asked if we advertise the hall in Harleston; a piece goes in the 'Grapevine' each month with Jeans contact details. Helen said she would use her PTA contacts to advertise the hall on the School Noticeboard.

- **o.** Helen suggested an email address for enquires about the hall. She has set this up and will forward/ deliver any messages to the appropriate people. The email address is needhamvillagehallenquires@mail.com

8. Next Meeting: Monday July 9th at 7.30 pm at Needham Village Hall

The Chairman closed the meeting at 8.20pm with George thanking everyone for attending.

Caroline Dear (Secretary)

16th June 2012