

Needham Village Hall Management Committee Meeting

Meeting held on 9th July 2012

1. The meeting was opened at 7.30pm by Chairman George Miller who thanked all those attending.
2. **In attendance:** George Miller, Caroline Dear, Revd. Clive Hudson, Harold Jefferson, Andrew Major, John Morrish, Pauline Spinlove, Denis Tavner, Helen Walker & Jean Youell.
3. **Apologies:** Steve Neaves
4. **Corrections** of the last minutes: None
5. **Matters arising:**
 - a. Committee job descriptions: Please could all members of the committee prepare a list of the jobs they do officially and unofficially for the village hall.
 - b. Treasurer:
 - i. John to meet up with George re handover of treasurer role.
 - ii. John & Caroline will not become signatories for cheques as so few are written each year. John returned his Barclay Mandate, Caroline destroyed hers.
 - iii. Caroline will write a letter to Barclays to inform them of the change of treasurer. The transfer of statements etc. will be from the September 1st 2012
 - iv. Harold requested a copy of the accounts as he wasn't at the AGM, George to arrange a copy.
 - c. Hall Charges:
 - i. Current charges
 - Main Hall £5/ hour summer & £6/ hour winter
 - Annex £5/ hour summer & £6/ hour winter
 - Main Hall & Annex together £9/ hour summer & £11/ hour winter
 - ii. We discussed the increase of our hall charges, Caroline will look into the charges of halls locally.
 - iii. Discussion regarding the letting of the annex independently from the main hall, especially in the winter when the heating would need to be on in the main hall to heat the annexe. Opinions were mixed but it was felt that it would be foolish not to let the annexe if it had been requested specifically.
 - d. NVH BBQ 9th September 2012: George & John unable to make the day due to prior arrangements. Committee agreed to go ahead with the day on the 9th September.
 - e. Helen will produce a poster for the hall to lead people to the NVH & Needham Link Facebook webpages. Helen has put pictures of the hall facilities on the site to advertise what our hall has to offer!
 - f. Bottle bank: working well now we have 2 banks
 - g. Dishwasher was discussed again, agreed that this was not necessary for the hall at this time.
 - h. New crockery: Caroline bought in a sample of a simple white cup & saucer and quotes from two companies for a similar product. To replace the crockery we have currently for
 - i. 60 cups & saucers
 - ii. 42 Latte Mugs
 - iii. 102 6.5" plates
 - iv. 102 10" plates

Cost less than £400, committee agreed to go ahead and order. Caroline will order.

Helen suggested the old crockery could go to a local charity like 'Homestart' which sets people up in homes when they have nothing. Another suggestion was that we should store some for now.

- i. Noticeboard: Andrew, on behalf of the Parrish Council, arranging quotes to have a new notice board made to replace the board by the Red Lion. If we order with the Parrish Council we may achieve a better price.

Harleston Joinery £718 INC VAT

Andy Driver £520 + VAT Eroco tropical plywood
£570 + VAT Oak

John & Andrew to seek out best prices! And we agreed to order.

Caroline would like to arrange for a header with Needham & Jubilee Logo once we have a size to work with, from Jubilee funds.

The noticeboard for the village hall will be jointly paid for by NVH & the monies from the Jubilee.

6. Treasurer's Report:

Current Funds: Hall Account: £1339

Reserve Account: £2346

Buildings Insurance due in November costing approx. £800

7. Any Other Business:

- a. Jubilee Bench: Location & Insurance discussed.
 - i. **Location** agreed in the corner between the cherry tree & the corner of the play area. Ground anchors will secure the bench in place with paving slabs to surround for ease of mowing etc. Chris Nicholson has agreed to assist with slabs and fixings.
 - ii. **Insurance:** George to investigate the implications on NVH insurance
- b. Mrs Eastaugh has asked if she can borrow tables, chairs, hot water urn and kettles on the 27th August; she will make a generous donation to the hall.

8. Next Meeting: Monday August 13th at 7.30 pm at Needham Village Hall

The Chairman closed the meeting at 8.15pm with George thanking everyone for attending.

Caroline Dear (Secretary)

19th July 2012