Needham Village Hall Management Committee Meeting

Meeting held on 12th August 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, Harold Jefferson, Andrew Major, John Morrish, Steve Neaves, Pauline Spinlove, Denis Tavner, Helen Walker & Jean Youell.
3. **Apologies:** Revd. Clive Hudson
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 and give to Caroline. We need to know all the jobs you do so that we could all do each other's jobs if necessary.
    b. **Treasurer Handover:**
        i. A letter was sent to Barclays to inform them of the change of treasurer from George to John. This has not been straight forward and a second letter with two further signatories, Denis & Jean, will be sent this week.
        ii. The committee approved that John Morrish receive bank statements and sign for jobs.
    c. **Hall Charges:** We discussed the increase of our hall charges again. Several ideas have been suggested
        i. An increase of £2 to commence in winter £8/ hour.
        ii. A flat rate throughout the year.
        iii. Some of our regular hirers have special rates- the art group pay £8/ month for the hall every Wednesday afternoon. It was suggested that regular hirers have a discounted rate and parties/ one off hirers have the new rates.
        iv. The price of the annex is the same as the main hall; should there be a difference in price to encourage its use?
        v. It was felt that some of our current hirers may not be able to afford a £2 price increase.
        vi. Helen will enquire about the charges at halls locally and we will discuss this again in September.
        vii. The hall charges have not been increased since before May 2007 according to the minute's book. They have been discussed but no changes made.
    d. **Fuel bills:** The gas & electric is supplied on individual bills by EON. EON have the increased the monthly direct debits as the monthly amount is not covering the cost of fuel. Electric has increased from £28 to £53/ month & Gas from £21 to £36/ month. John is going to contact EON regarding a duel fuel account. Harold said that the fuel usage hasn't changed much since 2004.
    e. **Bottle bank**: working well now we have 2 banks not so much rubbish left around the bins.
    f. **Noticeboard**: Andrew, on behalf of the Parrish Council, to order 3 notice boards for the village, 2 for PC and 1 for NVH. It was discussed whether the PC could pay for all three and we buy one of them, as PC can reclaim VAT. Andrew will discuss this at the next PC meeting on 24th September 2012.

g. **NVH BBQ 9th September 2012**: Pauline is organising the BBQ
    i. Pauline is advertising in 'The Link', the church magazine and has put posters up.
    ii. Requested help with jobs/ organising.
    iii. BBQ booked with Dennis @ the Mill; Need to check charcoal supplies
    iv. Games were discussed; Treasure map, bottle game, jar of sweets, tombola and raffle.
    v. Caroline has organised a licence for the bar.

h. **Working party** suggested by Caroline to place Jubilee Bench, sort out new crockery in kitchen, attach outdoor ashtrays, put up pictures and any other odd jobs that need doing. Agreed on **Saturday 8th September 10 am**

6. **Treasurer's Report**:

Current Funds: Hall Account: £1,180

Reserve Account: £2,346

George has added the Jubilee bench to the halls insurance at a cost of £5.30

7. **Any Other Business:**

a. Diane (Cleaner) has requested a new soft dustpan and brush with an additional firm brush; it was agreed that she should purchase the products she requires and give the invoice to John for reimbursement.

b. John asked a question regarding the envelopes of money he had received from hirers of the hall, as some of the monies invoiced are for the previous financial year. Jean produces the invoices and explained that some hirers like to pay at the end of a period of hiring. George agreed that as long as the money is in the account this is not a problem.

c. Helen reported we have had 2 enquires and one booking for the hall via Facebook. She will continue to update the page with new photographs and information about the halls activities.

d. Playground: Helen has done a lot of research in to the development of the playground for the young children, parents and grandparents of the village. She is keen that the play area be suitable for a wide range of ages. There are lots of regulations so Helen has been liaising with South Norfolk Council, 'Playground & Facilities' and 'Joy Playground' in Bungay who produced wooden playground equipment; they have done playgrounds in Dickleburgh and Alburgh. There are multiple sources of funding available to us.

- Andrew is keen that the playground is utilised and supports Helens research.
- Harold felt that the committee are here to manage the hall no run/ fund a play area.
- There will be cost implications regarding insurance and inspections.

Helen will continue her research and feedback her findings to the committee at a future meeting.

8. **Next Meeting: Monday September 10th at 7.30 pm at Needham Village Hall**

The Chairman closed the meeting at 8.25 pm with George thanking everyone for attending.

Caroline Dear (Secretary) 21/8/12