

Needham Village Hall Management Committee Meeting

Meeting held on 8th October 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, Steve Neaves & Jean Youell.
3. **Apologies:** Pauline Spinlove, Denis Tavner & Helen Walker
4. **Corrections** of the last minutes: 5. Matters Arising; c. The notice boards had not been ordered at that time.
5. **Matters arising:**
 - a. **Treasurer Handover:** After several telephone conversations the handover of the 'Treasurer' seems to be complete.
 - b. **Hall Charges:** The hall charges were discussed again. The charge of £10.00/ hr for residents and other hirers was still felt by some to be too expensive. The evening rate was thought to be a good idea. Jean fed back that she had received an enquiry about hall hire; she gave the new prices and had not heard back from them. A decision was made for the following charges

Regular users £6.00/ hour/ room with effect from 1st January 2013, Caroline will write to all regular users with the new charges.

<i>Residents & all other hirers £7.00/ hour/ room</i>	} <i>with immediate effect</i>
<i>Hall & Annex £13.00/hour</i>	
<i>Evening rate from 6pm to midnight £60.00</i>	

These charges are flat rates applicable throughout the year.

 - i. Charges will be reviewed every 6 months- next review AGM April 2013 or as felt to be necessary
 - ii. Jean will continue to have discretion over charges and will feedback any queries/comments regarding charges to the committee
 - c. **Fuel bills:** The treasurer has spoken to EON regarding our amended direct debits and we are currently equal.
 - d. **Notice Board:** The Parish Council have agreed to pay for all three notice boards, they will then sell one to NVHMC. The notice board will be funded equally by NVHMC & Jubilee monies. Andrew returned the deposit cheque for £210 to the treasurer as this was not required. Delivery is estimated to be 12 weeks and fixing costs will be in addition.
 - e. Nigel Arnold, painter and decorator, has cashed the cheque for £500 but we haven't received any confirmation of receipt from him.
 - f. George raised the issue of **Trustees** now that Cindy has stepped down. We currently have four trustees George Miller, Denis Tavner, Jean Youell & Pauline Spinlove, so a fifth trustee needs to be appointed. Steve & Caroline asked what being a trustee involved? George has a list of trustee's duties. Clive raised the important point of the financial responsibility of trustees, they would be required to reimburse any costs outstanding in the event of financial problems/ closure. He suggested we look at a 'Limited by Guarantee' term that another committee Clive is a member of have done recently. This is like an insurance policy so that the trustees would only have to pay a nominal amount, possibly £1, in the event of any problems. Caroline will look in to this and John has been

informed that this may be something that can be done through our insurance, so he will look at this as well.

- g. Proposed **Quiz night** in October /November has been postponed till the New Year as the pub is holding a quiz around the same time. Helen & Steve want to encourage community activities not create competition. Possible date late January to coincide with Burn's night.
- h. **Christmas Dinner:** Helen has contacted local caterers regarding the 15th December, John Groom of Bungay are the only company who are available on that night. They can cater for 50+ providing a Christmas meal (+ veggie alternative), a selection of puddings, tea/ coffee and mince pies for £15/ head. The cost was discussed and we will try and get a discounted price, however it was agreed by the committee that we should charge £15.00 per person and any further expenditure on the night would be absorbed by the committee from the bar sales and raffle monies. The Christmas Dinner will be advertised in the next Link, and tickets will go on sale ASAP. Caroline will apply for a drinks license. 'No secrets' are not available to play that night; it was proposed that we have Christmas carols on arrival with a glass of mulled wine, with background music playing through dinner.

6. Treasurer's Report:

Current Funds: Hall Account: £1,800 approx
Reserve Account: £2,346

John has been sent a publicity poster from South Norfolk Council that we can complete to inform the village of the monies we raise through recycling glass at the village hall. This will be completed by John and then put on the notice board. We have earned approx £411 between April & September this year.

7. Any Other Business:

- a. Jean informed the committee about charity monies available, following an article in the EDP. Jean suggested new chairs for the hall with padded seats/ back, which she had seen at Alburgh Hall. These chairs are from a company called GOPAK costing £31.85 each +VAT. The closing date for this particular grant is 12th October 2012; Caroline has applied online by the 12th but needs to get hard copies of documents to them ASAP.
- b. George highlighted that the radiators in the annexe are not functioning as efficiently as they could be as they are on the end of the central heating system and are the last to heat up. It was suggested that we seek advice regarding the possibility of modifying the system to overcome this. Two quotes will be sought, Andrew will ask a heating engineer, and John will ask Colin Walker. Clive suggested that this should be a priority and pushed forward bearing in mind winter is rapidly approaching. The committee also need to establish what the budget is for these works.
- c. Mrs Hughes who borrowed chairs from the hall has generously donated £25.00 to the village hall. Caroline will write a letter of thanks.
- d. Village hall constitution: Andrew, George & Caroline hold copies of the constitution. George will arrange for all members to have a copy.
- e. Work that needs to be addressed from Pauline and the committee
 - i. Staging: there are eight pieces, can we keep 2-3 which can be used in the hall with the carpet currently stored upstairs. Can the staging have handles cut out

of the side to ease moving? Could those pieces not required be used as storage shelves? John to make handles.

- ii. Could the card tables in the front bedroom be restored and be used?
- iii. Curtain rail in the library is sticking and there is a new rail upstairs? John to investigate and repair.
- iv. A door stop for the door between the annexe and main hall is required. John to get door stop and fix.
- v. Cigarette boxes/ ashtrays need to be fitted. Caroline to organise.

8. Next Meeting: Monday 12th November at 7.30 pm at Needham Village Hall. Please note that this meeting will be held in the Library and accessed by the side door due to hall hirings.

The Chairman closed the meeting at 8.30 pm with George thanking everyone for attending

Caroline Dear (Secretary) 14/10/12