



8. The committee expressed their thanks to Harold & Petra Neaves for covering Diane the cleaner whilst she was on holiday.
9. Helen to order clip frames for the certificates/ documents that need to be displayed.
10. Rolled over from last minutes: Steve has asked if he can spend about half an hour with the Jean-Lettings and Caroline- Secretary to get an insight in to their role and improve his understanding. To be arranged individually.
11. Play area: John has cleared up and mended the fence prior to the pending inspection, thank you.
12. Helen is waiting for response from her piece in 'The Link' regarding upgrading the play area. Helen to feedback at future meetings.
13. The front door: John and Rotarian John Archer have repaired and lifted the front door, thank you. We have donated £20 to 'The Rotary'. The door now needs painting; Andrew has agreed to do this.
14. The Jubilee bench is oak and should be left to weather naturally.
15. Christmas Dinner: Saturday 14<sup>th</sup> December 2013; we have booked John Groom for a Christmas Buffet in the same style as last year at £15.50 per head (we have till a month before to cancel). We had a long discussion about the price of tickets. Last year we charged £15.00 per head this was the cost of the meal, £130.00 profit was made from the bar and raffle. The music was provided free of charge by Helen's brother in law, with a donation of £20.00 towards his petrol. The committee agreed that this year we would charge £16.00 a head for the evening including a drink on arrival. There will be a bar and music has been discussed but nothing planned at this stage. Helen will update posters, flyers and tickets so that we can advertise.
16. New Secretary: Caroline informed the committee that she will remain on the committee till the end of December 2013. There has been no response to the piece in 'The Link' looking for a new secretary.
17. Any other business:
  - a. Broken chair back: John has contacted 'Gopak' to get a replacement back for £13.00; whilst the chairs have a one year guarantee we are unable to prove the broken back was due to a fault.
  - b. Notice boards: John has agreed to paint all three
  - c. John reports that the price of recycling glass has risen.
  - d. Harold de-scaled the kettles, thank you.
  - e. Harleston Festival Committee donated £100 for borrowing tables, chairs etc. Caroline has sent a thank you letter to Mrs Eastaugh.
  - f. The committee agreed to purchase new swing rubbish bins for the kitchen. John will source and buy. Helen will organise laminated signs to label them.
  - g. Caroline reported that following advice from NAVH that we only need to keep files and paperwork for 6 years. They have advised us to keep minutes where important changes, decisions and policy planning have been recorded.

**Next Meeting: Monday 14<sup>th</sup> October 2013 at 7.30 pm** at Needham Village Hall. The Chairman closed the meeting at 8.30pm thanking everyone for attending.

**Caroline Dear (Secretary)**

**Steve Neaves (Chairman)**

**8<sup>th</sup> October 2013**