Needham Village Hall Management Committee

Annual General Meeting

held on 25th April 2014

1. *The meeting was opened at 7.35pm by Chairman Steve Neaves who thanked all those attending and welcomed members of the public.*

2. **In attendance The Committee:** *Steve Neaves (Chairman), John Morrish (Treasurer), George Miller (Vice Chairman), Genevieve Bridgeman (Secretary), Jean Youell (Lettings), Harold Jefferson, Andrew Major, Pauline Spinlove, Denis Tavner, Celia Snaith, Delwyn Snaith. Also present representing hirers of the Hall: Rachel Baines (Pilates).*
3. **Apologies:** *Helen Walker, Revd Clive Hudson*

4. **Minutes of the 2013 AGM***: were confirmed as a true and accurate record, proposed by George Miller and seconded by John Morrish*

5. **Matters arising from AGM 2013:** *Since the AGM 2013 Caroline Dear has moved away from Needham and Genevieve Bridgeman has taken over as Secretary. Celia and Delwyn Snaith have been welcomed as new members.*

6. **Chairman's Report***:*
   Steve Neaves addressed the Committee and public, thanking everyone for attending. He thanked the Committee for all their hard work during the year, especially all the day to day tasks which most are unaware of and which are so necessary to keep the Village Hall functioning. Steve also expressed thanks to Diane Clarke for her hard work cleaning the Hall, and to all the groups that support the Needham Village Hall throughout the year.
   No major work has been undertaken in the Hall since the last meeting. George Miller secured a grant from Norfolk Community Foundation for improvement of fire security and Caroline Dear secured a grant for the purchase of 60 new chairs. The heating system has been improved by isolating the heating in the main Hall and the Annexe and it's hoped that this will result in a reduction in heating costs.
   It has been agreed to remove the play area this year and this work will be carried out within the next few months.
   Two major events were organised by the Committee during the year. The annual Village Hall BBQ was held on 28th July and enjoyed by all. The Christmas Dinner, held on 14th December, was once again very popular and tickets were sold out within a couple of weeks.
   Bookings were up on the previous year, reflecting the commitment and hard work of committee members. Steve thanked everyone for their efforts and emphasized the importance of maintaining a social meeting place for the village. Any suggestions or ideas for further fulfilling the potential of the Hall would be most welcome.

7. **Treasurers Report:**
   John Morrish presented the annual accounts which have been verified by the Accountant Robert Buck.

a. *John informed the committee that the running cost for the Hall over the year has been £3931.00. This includes gas, electricity, water, insurances, licenses and cleaner's wages and equates to £327.58 per month.*

b. *Not included in running costs are electrical works costing £561.90. Other works not included in running costs total £1834.90. These include the heating upgrade, electrical certificate, boiler breakdown and new fire equipment.*

c. *The Parish Council will now pay for their use of the Hall per meeting instead of the lump sum of £250.00 per annum.*

d. *Acceptance of the treasurer's report was proposed by Andrew Major and seconded by George Miller.*

8. Appointments

a. Hall Trustees: *No change*

i. Pauline Spinlove
ii. George Miller
iii. Denis Tavner
iv. John Morrish

b. Parish Council Representative-: *No change*

i. Andrew Major
ii. Denis Tavner

c. Parochial Council Representative: *No change*

i. Rev. Clive Hudson
ii. George Miller

Andrew Major took over as chair from Steve Neaves thanking the committee for their key role in the running of a good village hall.

Management Committee Appointments

A. Chairman: Steve Neaves *(Re-elected)*

I. *Proposed: John Morrish*
II. *Seconded: George Miller*

B. Vice Chairman: George Miller *(Re-elected)*

I. *Proposed: John Morrish*
II. *Seconded: Steve Neaves*

C. Treasurer: John Morrish *(Re-elected)*

I. *Proposed: Steve Neaves*
II. *Seconded: Genevieve Bridgeman*

D. Secretary: Genevieve Bridgeman

I. *Proposed: John Morrish*
II. *Seconded: George Miller*

E. Lettings Secretary: Jean Youell *(Re-elected)*

I. *Proposed: Andrew Major*
II. *Seconded: Harrold Jefferson*

F. **Other committee members** *(Re-elected)*

I. *Pauline Spinlove*
II. *Denis Tavner*
III. *Helen Walker*
IV. *Harold Jefferson*
V. *Andrew Major*
VI. *Celia Snaith*
VII. *Delwyn Snaith*

Proposed: Steve Neaves
Seconded: John Morrish

9. Any Other Business:

a. *A letter of thanks has been received from Brenda Hider representing the Harleston Social and Wine Guild who have been using the Hall since 2001. She expressed regret that none of their committee could attend the AGM and said how much they appreciated the improvements made to the Village Hall since 2001. She requested a couple more small tables as they are lighter and easier to manage.*

b. *A letter of thanks will be sent to Robert Buck for his work in auditing the accounts.*

c. *Rachel Baines attending the AGM said that her Pilates group is very happy with the Hall and thanked the Committee.*

10. Next Meeting: The date proposed for the next AGM is Friday, 24th April 2015

The Chairman closed the meeting at 8.00 pm, thanking everyone for attending.

Genevieve Bridgeman (Secretary) **Steve Neaves (Chairman)**

7th May 2014