

Needham Village Hall Management Committee Meeting

Meeting held on Monday, 11th August 2014

1. *The meeting was opened at 7.30pm by the Chairman who thanked all those attending. We're missing Harold Jefferson at this meeting due to his being in hospital recovering from injuries sustained in a road accident. The Chairman expressed our best wishes for a speedy recovery from all the Committee members.*
2. **In attendance The Committee:** *Steve Neaves (Chairman), George Miller (Vice Chairman), John Morrish (Treasurer), Jean Youell (Lettings), Genevieve Bridgeman (Minutes Secretary), Helen Walker, Pauline Spinlove, Celia Snaith (Correspondence Secretary/PressOfficer), Delwyn Snaith , Denis Tavner, Andrew Major (from 8.00pm)*
3. **Apologies:** *Harold Jefferson*
4. **Matters arising:**
 - a. **Play area:** *Wooden containers for the flower beds are in place.*
 - b. **Chris Nichols:** *has had a look at the gully at the back of the fire exit door where water is coming in and has agreed to do the work this summer.*
 - c. **Front door:** *Andrew will strip and paint the front door this summer.*
 - d. **Outside repairs:** *a date to be set to inspect the outside of the building to see what needs doing - repairs to windows, sealant on stonework around windows etc.*
5. **Treasurers Report:**

Current Funds: *Hall Account: £3013.99*
Reserve Account: £2348.37

 - a. **Cheques signed** – *Berrymans £48.38, John Morrish £31.35.*
6. **The BBQ:**

The Barbeque raised a total of £737.21. The Chairman thanked the Committee, Diane and everyone else who contributed food, prizes or helped with equipment etc and enabled it to be such a successful event. The Chairman also thanked HLC Wood Products and Mr and Mrs Griffin for their kind donations. It was agreed that the music provided by John Herrera was very enjoyable and suitable for the occasion. A number of points need to be addressed for next year:

 - a. *The transporting and cleaning of the BBQ is a very heavy and onerous job and it was suggested that we could make it easier for next year by having a permanent BBQ at the Village Hall. This will be discussed further at the next meeting.*
 - b. *More time and person-power are needed for clearing and preparation prior to the BBQ. It was suggested that we might involve more people from the village if we were to publicise it via the Link and ask for volunteers.*
 - c. *Indoor chairs were being taken outside. We need some kind of strategy in place to ensure this doesn't happen.*
 - d. *Additional small tables would have been useful.*
 - e. *The donated desserts and cakes were very popular and made over £100.00. It was estimated that twice as many could have been sold.*

- f. It was suggested that we have a separate tombola for children with toys/sweets etc as appropriate prizes.*
- g. The quantities and prices of food were about right so could be repeated next year.*
- h. A note to go in the Link thanking all involved for their donations, food, help etc.*
- i. A letter of thanks to go to Mr Coe for allowing us to use his field opposite for car parking.*

7. Any other business:

- a. Del and John will try to find the access hatch so that the septic tank can be emptied.*
- b. John will bring in the brochure for the company that supplied the chairs with a view to getting some more small tables.*
- c. There was discussion about who should hold the small keys to turn off the fire alarms. There are 4 keys – one to be held by Denis, one by Steve and a spare to be kept in the cupboard. This will be further discussed at the next meeting.*
- d. Andrew suggested that the village should have an 'emergency plan' to cover events such as flooding. He will invite an officer from South Norfolk council to the next meeting of the Parish Council to explain what this would involve.*
- e. John has researched the cost of ladders and said that an appropriate ladder could be purchased for the Village Hall at a cost of £100.00. It was agreed by all that we should go ahead and get it.*
- f. The urinals in the gents' toilet are using a lot of water. This will be discussed at the next meeting.*
- g. A provisional date of Dec 13th was set for the Christmas Dinner. The Committee will approach the caterers in the near future and the date confirmed.*

8. Next meeting: Monday, September 8th at 7.30 pm in the Annexe at Needham Village Hall. The Chairman closed the meeting at 8.55pm and thanked everyone for coming.

Genevieve Bridgeman (Minutes Secretary)

Steve Neaves (Chairman)

19th August 2014