

# Needham Village Hall Management Committee Meeting

Meeting held on Monday, 12<sup>th</sup> January 2015

1. *The meeting was opened at 7.30pm by the Chairman who thanked all those attending. The Chairman also thanked the Committee as a whole for all their work on behalf of the Village Hall during 2014.*
2. **In attendance The Committee:** *Steve Neaves (Chairman), George Miller (Vice Chairman), John Morrish (Treasurer), Genevieve Bridgeman (Minutes Secretary), Pauline Spinlove,*
3. **Apologies:** *Denis Tavner, Jean Youell, Harold Jefferson, Helen Walker, Celia Snaith, Delwyn Snaith, Andrew Major*
4. **Matters arising:**
  - a. **Outside repairs:** *There was some discussion about the outside repairs which were agreed at the last meeting. John and Del have arranged for repairs to windows, for roof tiles to be replaced, and for the back door gully to be done. John will contact Roger Tyrell regarding repairs to the stonework. The Chairman thanked John and Del for their work in clearing the gutters. George will talk to Celia about the process of grant application and this will be further discussed at the next meeting.*
  - b. **BBQ:** *the proposed purchase of a BBQ for the Village Hall will be discussed in the New Year.*
  - c. **Fire alarm keys:** *committee members have looked at the fire/smoke alarms and discussed what to do with the keys. S3 Secure Systems to be contacted for advice. Steve to speak with Andrew and Denis.*
  - d. **Reflective sign:** *George is waiting for an estimate for a reflective sign for the annexe.*
  - e. **Vegetation:** *Pauline has reported that the area between the church and the village hall is overgrown. It was agreed this should be done in the spring and various options were discussed. Helen will make enquiries and get 3 quotes.*
  - f. **Christmas Dinner:** *everyone present agreed that the dinner was an enjoyable and successful event. Thanks were expressed to all helpers for the decorations, setting up and raffle; also to those who donated raffle prizes and to HLC Wood Products for the hamper.*

## 5. Treasurer's Report:

**Current Funds:** *Hall Account: £2978.14*

*Reserve Account: £2348.98*

### Cheques signed:

**£18.60** – *Anglian Water*

**£6.26 (Nov) and £19.17 (Dec)** – *Berrymans*

**£60.00** – *Graham Jarret for report on flat roof*

**£784.00** – *John Groom*

**Christmas Dinner** – *a profit of £122.25 was made from the bar and raffle, and stock to the value of £84.27 remains.*

**6. Any other business:**

a. *Pauline noted that the kettles need checking in case they get furred up. Pauline volunteered to check and descale them if necessary when she's there on Thursdays. John confirmed that the cost of descaler would be refunded.*

**7. Next meeting: Monday, 9<sup>th</sup> February 2015 at 7.30 pm in the Annexe at Needham Village Hall.**  
*The Chairman closed the meeting at 8.20pm and thanked everyone for coming.*

**Genevieve Bridgeman (Minutes Secretary)**

**Steve Neaves (Chairman)**

**30<sup>th</sup> January 2015**