

Needham Village Hall Management Committee Meeting

Meeting held on Monday, 8th June 2015

1. *The meeting was opened at 7.30pm by the Chairman who thanked all those attending.*
2. **In attendance The Committee:** *Steve Neaves (Chairman), George Miller (Vice Chairman), John Morrish (Treasurer), Genevieve Bridgeman (Minutes Secretary), Denis Tavner, Harold Jefferson, Celia Snaith (Correspondence Secretary/Press Officer), Delwyn Snaith, Jean Youell (Lettings), Pauline Spinlove.*
3. **Apologies:** *Helen Walker, Andrew Major*
4. **Matters arising:**
 - a. **Outside repairs:** *Celia has made a grant application to Adnams and this will be considered at their July meeting. Celia has also been in touch with Brian Riches, Waveney Neighbourhood Chairman, regarding the possibility of a grant from Community Action Norfolk.*
 - b. **Proposed purchase of BBQ:** *Denis and Steve met with Andrew Fleet, local metalworker. He quoted £150.00 + VAT for constructing the BBQ metalwork of mild steel and £256.00 + VAT for stainless steel. The brickwork will cost £150.00 for labour and £100.00 + VAT for bricks. It was agreed that the stainless steel version would be preferable and the total cost would therefore be around £600.00. After discussion it was agreed to get the brickwork done first and then the metalwork.*
 - c. **Fire alarm keys/fire doors:** *The Committee thanked John and Del for fitting the Emergency Door Set.*
 - d. **Reflective sign:** *George has obtained one reflective Annexe sign. We need two so he will get another.*
 - e. **Vegetation:** *Steve and John have had a meeting with Adam (WW Gardening Services) and shown him what needs doing. He will begin next week.*
 - f. **Cleaning cupboard key:** *the key is in the plastic box in the Library. The Committee thanked Denis for getting it cut.*
 - g. **Spring cleaning:** *Steve read out Diane's job description. There are clearly items of cleaning that are not included, either because they are high up or otherwise inaccessible, or because she has limited time. He suggested the possibility of hiring a cleaning company once a year to provide a thorough spring clean, including the things that Diane can't do or doesn't have time to do. He asked Committee members to make a list of items that need to be done and this will be discussed further at the next meeting.*
 - h. **BBQ on August 16th:** *we all went outside and agreed the site for the BBQ to be built. After discussion it was agreed to spend up to £200.00 on live music and Steve will try to get someone. Celia will put notices around the village and in the Link.*
 - i. **Clocks:** *the Committee thanked Steve for changing the clock.*
 - j. **Carpet stain:** *Helen has carpet cleaner and offered to try to get rid of the stain.*
 - k. **Sign:** *we need a full timetable of events advertised in every edition of the Link and on the notice board outside. We also need a sandwich board for hirers to put outside when they're using the hall.*

5. Treasurer's Report:

Current Funds: *Hall Account: £2824.10*

Reserve Account: £2349.57

Cheques signed:

£4.93 – *U.R.M.(UK) Ltd*

£39.98 – *John for tubes, bulbs and wine*

£22.50 – *Denis for petrol*

Payment received:

£171.43 – *from NCC for glass*

a. Water – *after receiving a high bill the water has been monitored by John. He has arranged for Anglian Water to come and check for a leak.*

b. Drains – *John and Del will have a look to see if these need cleaning out.*

c. Cleaner's wages - *currently £91.00 per month (14 hours at £6.50 per hour). An increase to £7.00 per hour was agreed.*

d. Hire rates – *it was agreed to leave these the same.*

6. Any other business:

a. *John informed the Committee that this will be his last year and he will be stepping down at the next AGM.*

7. Next meeting: Monday, 29th June 2015 at 7.30 pm in the Annexe at Needham Village Hall. The Chairman closed the meeting at 8.45pm and thanked everyone for coming.

Genevieve Bridgeman (Minutes Secretary)

Steve Neaves (Chairman)

20th June 2015