

Needham Village Hall Management Committee Meeting

Meeting held on Monday, 18th January 2016

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), Pauline Spinlove, Harold Jefferson, Delwyn Snaith, Andrew Major*
3. **Apologies:** *Celia Snaith, Denis Tavner, Jean Youell, Helen Walker*
4. **Matters arising:**
 - a. **Hall cleaning:** *Steve has spoken with Diane and she would be willing to do the additional cleaning work at her normal rate. There is also a cleaning company who would charge £14.00 per hour including insurance and cleaning materials. After discussion and a vote the majority preferred the option of Diane doing the work. Steve will contact her to discuss the list of things that need to be done.*
 - b. **Eroded hardcore:** *Chris Nicholson has completed this and also the shed base. He charged a total of £590.40 for both jobs.*
 - c. **Storage shed:** *the price for this will be £402.70, including delivery. Steve will order it at the end of February for delivery in March. Volunteers will be needed to erect it in March.*
 - d. **Crumbling step repair:** *to be discussed at the next meeting.*
 - e. **Christmas Dinner:** *this event went very well apart from the fire alarm being activated and nobody knowing how to turn it off. Andrew will consult with Denis and make a temporary label on how to turn off the alarm. A permanent label to be prepared. The Christmas Dinner made a profit of £339.00 for the Village Hall. The Chairman thanked everyone for their help with decorations, preparation, music and donations of raffle prizes.*

5. Treasurer's Report:

Current Funds: *Hall Account: £4254.00*

Reserve Account: £2350.15

Cheques: *JM lighting - £40.48*

SN drinks - £181.50

John Groom- £484.00

System 3 - £72.00

URM glass collection - £19.80

Cleaning materials - £26.50

Chris Nicholson - £590.40

GB stationery - £29.92

E.ON: *£32.66 credit for electricity*

£101.14 credit for gas

6. Any other business:

- a. Cleaning inside of windows – if Diane can't do it we'll ask Celia and Del's window cleaner.*
- b. The heat detector in the kitchen needs attention. Steve will contact Systems3.*
- c. Celia will put the vacancy for Treasurer in the next Needham Link.*
- d. New members are urgently needed. Celia will put something in the Link asking anyone in the village if they can help for a few hours a month. Steve suggested posters to go around the village and in the pubs in Needham and Brockdish, also a notice in the Grapevine.*
- e. Steve read out a letter from the Drama group saying that they will no longer be using the Village Hall as they've been offered free accommodation at Wingfield Barns.*
- f. The AGM is to be held on Monday 11th April.*

7. Next meeting: Monday, 8th February 2016 at 7.30pm 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)

21st January 2016