

Needham Village Hall Management Committee

Annual General Meeting

held on 16th May 2016

1. *The meeting was opened at 7.30pm by Chairman Steve Neaves who thanked all those attending and welcomed members of the public.*
2. **In attendance - The Committee:** *Steve Neaves (Chairman), George Miller (Vice Chairman), John Morrish (Treasurer), Genevieve Bridgeman (Minutes Secretary), Harold Jefferson, Andrew Major, Pauline Spinlove, Celia Snaith (Correspondence Secretary/Press Officer), Delwyn Snaith.*
Members of public: *Glyn and Sandra Jordan, Rob Batley (Reflex Martial Arts), Brenda and Alan Hider (Harleston Social and Wine Guild).*
Apologies: *Denis Tavner.*
3. **Minutes of the 2015 AGM:** *were confirmed as a true and accurate record, proposed by Andrew Major and seconded by Celia Snaith.*
4. **Matters arising from AGM 2015:** *there were no matters arising.*

5. Chairman's Report:

Steve Neaves addressed the committee and public, thanking everyone for attending:

"Once again Needham Village Hall continues to be an important part of village life with the committee working hard to ensure that the hall's facilities are maintained. We have undertaken repair work to the stonework of the main building which was completed in November. This ensures that the fabric of the building will last and I would like to thank John Morrish for his hard work managing this project and also thanks to Celia Snaith for securing funds through grants to ensure this work was financed. The driveway to the front of the hall also needed some attention and a concrete area was built to stop the erosion of the hard core. We have also purchased a metal shed for future storage and have had a hard standing built for it. The shed has yet to be constructed but when done so may be an incentive for hirers if they wish to store equipment. Another asset was the building of a brick base BBQ and bespoke BBQ grill. This was used with great success when we held the annual village hall BBQ in August, this amenity can now be used for future outside functions. In December we organised our Christmas dinner for village members which also went down very well despite a problem with the fire alarms. Further events this year will be a Queen's 90th birthday party in June with music, dancing, children's entertainment, licensed bar and free tea party buffet. It is hoped that this will draw in all parts of the community and we are looking forward to an enjoyable day. All of the above can only be accomplished because of the village hall committee and helpers giving up their spare time to support their village hall, so thank you. I would also like to say a big thank you to our hirers who continue to use our facilities, and we are very grateful for that. Another thank you to Diane Clarke our cleaner who continues to keep the hall in good order due her hard work. Going forward it is hoped that we can encourage more people to join the village hall committee, and hopefully of greater diversity so as to mirror the local community."

6. Treasurers Report:

The Treasurer, John Morrish, presented the annual accounts and read out his report in which he made the following points:

Thanks are due to all regular hirers of the Village Hall for their continued support.

The Open Space Theatre Group will not be hiring the hall for the coming year.

A programme of works including stonework, roof repairs, painting, building BBQ, drive repair and shed base was set out last year and all these have been completed. This year's programme requires listing.

Thanks are due to Celia Snaith for obtaining funding for some of the works from Adnams, South Norfolk Council and Needham Parish Council.

The summer BBQ and Christmas Dinner were again successful and thanks are due to the committee and helpers. John Groom has now retired.

Thanks are due to HLC for their support.

There are no major changes to the running costs of the hall.

A new shed has been purchased for extra storage and this may attract new hirers such as table tennis.

Thanks are due to Jean Youell for continuing with bookings.

The next planned event is the Queen's birthday celebration on June 12th. Thanks are due to Steve Neaves for obtaining a grant of £400.00 from South Norfolk Council for this occasion

7. Appointments

a. Village Hall Trustees:

- i. Helen Walker*
- ii. Steve Neaves - appointed to replace George Miller who is standing down.
Proposed by Genevieve Bridgeman, seconded by Pauline Spinlove.*
- iii. Andrew Major - appointed to replace Denis Tavner who is standing down.
Proposed by Steve Neaves, seconded by Delwyn Snaith.*
- iv. No replacement was made for John Morrish who is standing down.*

b. Parish Council Representative:-

- i. Andrew Major - proposed by Steve Neaves, seconded by Delwyn Snaith.*

c. Parochial Council Representative:

- i. Pauline Spinlove – appointed to replace George Miller who is standing down.
Proposed by Andrew Major, seconded by Delwyn Snaith.*

The Chairman thanked those committee members who are standing down this year: Denis Tavner for the work he's done over many years as groundsman, fire warden and various other jobs; George Miller for his nine years on the committee as Chairman, Treasurer and Vice Chairman; John Morrish for four years as Treasurer and organiser for all the tradespeople who've worked on the Village Hall.

Andrew Major took over as Chair from Steve Neaves. He thanked Steve on behalf of the committee for everything he's done as Chairman.

Management Committee Appointments:

- a. **Chairman:** *In the absence of nominations it was proposed to have a rolling Chairman. This was proposed by Delwyn Snaith, seconded by Steve Neaves and confirmed by a vote of the committee. Steve Neaves said that he would be willing to take on the role of Chair one more time.*
- b. **Vice Chairman:** *There were no nominations for the post of Vice Chair.*
- c. **Treasurer:** *Delwyn and Celia Snaith agreed to take on the interim role of Treasurer to replace John Morrish who is standing down.*
- d. **Minutes Secretary: Genevieve Bridgeman** *was re-elected.*
- e. **Lettings Secretary: Jean Youell** *was re-elected.*
- f. **Correspondence/Press Secretary: Celia Snaith** *was re-elected.*
- g. **Other committee members:**
 - i. *Glyn Jordan – proposed by Steve Neaves, seconded by Delwyn Snaith.*
 - ii. *Harold Jefferson – proposed by Steve Neaves, seconded by Delwyn Snaith.*
 - iii. *Pauline Spinlove – proposed by Steve Neaves, seconded by Andrew Major.*
 - iv. *Andrew Major – proposed by Steve Neaves, seconded by Celia Snaith.*
 - v. *Helen Walker*

8. Any Other Business:

- a. *Alan Hider thanked the committee on behalf of the Social and Wine Guild. He commented on what a good Village Hall we have and how comfortable and warm it is. He mentioned that the toilets sometimes needed resetting as they get stuck down. The Chairman thanked him for his comments and said that the toilets would be dealt with.*
- b. *A letter from Jenny Crisp of the Arts group stated that all members of the Art Group were happy with the hall. The lights still flicker sometimes but they just turn them off at the switch and still have enough light to work by.*

9. Next Meeting: The date proposed for the next AGM is Monday, 10th April 2017.

The Chairman closed the meeting at 8.00 pm and thanked everyone for attending.

Genevieve Bridgeman (Minutes Secretary)

Steve Neaves (Chairman)

30th May 2016