Needham Village Hall Management Committee Meeting

Meeting held on Monday, 6th June 2016

1. *The Chairman opened the meeting at 7.30pm and thanked all those attending.*

2. **In attendance - The Committee:** *Steve Neaves (Chairman), Genevieve Bridgeman (Minutes Secretary), Jean Youell (Lettings), Celia Snaith (Correspondence/Press Secretary), Delwyn Snaith (Acting Treasurer), Andrew Major, Pauline Spinlove, Harold Jefferson, Glyn Jordan.* **Also present:** *Sandra Jordan*
3. **Apologies:** *Helen Walker*

4. **Matters arising:**

    a. **Storage shed:** *the shed is now in place and thanks are due to all those who helped, especially to Glyn who showed great fortitude in the face of pain and adversity.*
    b. **Boiler:** *the boiler is scheduled to be serviced but has not been done yet due to the engineer being on holiday.*
    c. **December 10th:** *the Archaeology Group has agreed to finish in the hall by 4.30pm on December 10th.*
    d. **Bequest:** *an anonymous donor has bequeathed £2000.00 to the Village Hall.*
    e. **BBQ:** *the date for the BBQ was agreed as September 11th.*
    f. **Bimonthly meetings:** *it was agreed to hold meetings every two months with extras as required.*

5. **90th Birthday Party:**

Start time: *agreed as 2.30 for 3.00pm.*
Buffet: *Sue from the Red Lion will provide the buffet. Donations of cakes have been agreed. Andrew Major will do jellies. Sandra Jordan brought sundries from the Card and Party Shop.*
Bar: *John and Angie Morrish will staff the bar.*
Drinks: *Sandra has brought soft drinks. Diane and Heidi will do teas and coffees.*
License: *Steve has got the temporary events license.*
Music: *the music group is booked and HLC have agreed a donation of £150.00, which will cover the cost.*
Souvenir coins: *Andrew has ordered them. There was some discussion on when and how to give these out.*
Bouncy castle: *Steve has booked a bouncy castle for 6 hours for £95.00, plus face painting for £70.00.*
Flyers: *invitations have been delivered to all households in Needham.*
Prize hamper: *Sandra showed us the hamper that she has made up. The committee thanked Sandra for doing this.*
Photos: *Helen Major to do photos.*
Local councillors: *have been invited.*

Cash: *the bouncy castle and musicians will need cash on the day - £150.00 plus £95.00.*
Parking: *Mr Coe's field has been mowed in preparation for parking.*
Grass cutting: *Genevieve to ask John if the gardener has been contacted about grass cutting.*
Work parties: *these will take place from 11.00am on Saturday to put up bunting, marquee etc., and from 12.00 on Sunday.*

6. Treasurer's Report:

Current Funds: *Hall Account:* **£3821.04**
Reserve Account: **£2350.44**

Padlock - *the shed needs to be padlocked for insurance purposes. Steve will get a padlock and the shed will be locked from Sunday.*
Insurance - *will be discussed at the next meeting.*
Glass – *URM collect the glass and NCC pay us for it. Payment is currently done by cheque and it was agreed to continue with this.*
Robert Buck – *has audited the accounts. It was agreed to give him 2 bottles of wine as usual.*
Cheque signatories – *at least two more signatories are needed. Steve volunteered to be a signatory. Steve will speak with George Miller who is the person that has to arrange it with the bank.*

7. Any other business:

a. *Notice has been given of the dissolution of the Norfolk Association of Villages Halls.*
b. *Delwyn and Celia Snaith have agreed to take on the role of treasurer for a period of three months.*
c. *In the kitchen the radiator is leaking and the extractor fan is broken. In the library the clock has stopped. The lid of the green bin is broken – Steve will contact SNC for a replacement.*
d. *Key box – to be discussed at the next meeting.*
e. *Helen Walker was not present at the AGM when committee appointments were made but has expressed her willingness to remain. The committee voted for her to continue as a committee member.*

8. Next meeting*:* **Monday, 25th July 2016 at 7.30pm in the Annexe** *at Needham Village Hall***.** *Andrew Major will chair this meeting.*

The Chairman closed the meeting at 9.20pm and thanked everyone for coming.

Genevieve Bridgeman (Minutes Secretary) **Steve Neaves (Chairman)**

20th June 2016