

Needham Village Hall Management Committee Meeting

Meeting held on Monday, 25th July 2016

1. *The Chairman opened the meeting at 7.30pm and thanked all those attending.*
2. **In attendance - The Committee:** *Andrew Major (Chairman), Genevieve Bridgeman (Minutes Secretary), Steve Neaves, Jean Youell (Lettings), Delwyn Snaith (Acting Treasurer), Harold Jefferson, Glyn Jordan. Also present: Sandra Jordan, Niki Stickells*
3. **Apologies:** *Helen Walker, Celia Snaith*
4. **Matters arising:**
 - a. **Storage shed:** *there is some water leaking into the shed. Glyn will have a look and repair it.*
 - b. **Boiler:** *the boiler has been serviced.*
 - c. **Bequest:** *an anonymous donor has bequeathed £2000.00 to the Village Hall.*
 - d. **Green bin:** *this has been replaced by SNC.*
 - e. **Key box:** *this has been sorted.*

5. 90th Birthday Party:

All agreed that this had been a very successful event. Thanks are due to John and Angie Morrish for doing the bar, to Sandra for making up the hamper and for liaising with the Red Lion over food, to Steve for arranging the music and the bouncy castle and to anyone else who helped in any way.

A letter has been sent to Mr Coe to thank him for parking space.

About 20 souvenir coins are left over if anyone knows of any children in the village who might like them.

Celia wrote a report of the party to accompany photos in the Link.

6. Treasurer's Report:

Current Funds: *Hall Account: £2882.87*

Reserve Account: £2350.44

Padlock - *the shed has been fitted with a padlock.*

Insurance - *the shed is now covered by insurance.*

Hall insurance - *there was some discussion about the adequacy of the hall insurance.*

Cheque signatories - *at least two more signatories are needed. Steve has volunteered to be a signatory. Steve will speak with George Miller, as the person who has to arrange it with the bank.*

7. BBQ on September 11th:

Drinks: *Andrew will ask John Morrish if he's available to do the Pimms. Steve agreed to help with purchasing drinks and will enquire about getting a barrel of draught beer. Andrew will check with Adnams re beer and glasses.*

Burgers and sausages: *Steve will order from Pepperells, the same quantities as last year.*

Rolls: *Andrew to order rolls.*

Onions: *Andrew will check out ready prepared, frozen onions.*

Desserts: *Sandra will provide some desserts.*

Tea/Coffee: *Pauline?? Sandra will ask Heidi if she can help.*

Music: *Shipshape has been booked.*

Bouncy castle: *Steve to book.*

Temporary events license: *Steve to get.*

Publicity: *Celia to do a notice for the Link.*

Raffle/Tombola: *Delwyn, Celia, Jean, Harold.*

Games: *Jean to organise bowls, socks etc.*

Grass cutting: *Delwyn to contact the gardener for grass cutting now and before the BBQ.*

8. Any other business:

- a. *It was reported that for health reasons Diane Clarke may not be available to do teas and coffees at events such as the BBQ.*
- b. *Niki Stickells reported that a committee has been set up and a piece of land has been identified for the proposed village play park. The entrance to the play park would be to the rear of the village hall.*
- c. *Andrew Major expressed his willingness to chair meetings for the remainder of the year.*

9. Next meeting: Wednesday, 31st August 2016 at 6.00pm in the Annexe at Needham Village Hall.

The Chairman closed the meeting at 8.50pm and thanked everyone for coming.

Genevieve Bridgeman (Minutes Secretary)

Andrew Major (Chairman)

5th August 2016