

Minutes of a meeting of the Needham Village Hall Committee held on Wednesday 3rd April 2023

Present:

Committee members: Fiona Harte, Claire Cropley, Robin Twigge, Georgina Frost, Glyn Jordan

Co-opted Committee Members: Gary Cropley

Agenda:

1. Welcome
2. Apologies – Andrew
3. Minutes from 15th March Meeting
 - a. Actions update – DBS checks (Request a basic DBS check - GOV.UK (www.gov.uk))
4. Finance – Diane’s hourly rate/national minimum wage increase
5. Booking’s update
6. Events
 - a. Easter Egg Hunt
 - i. Raffle
 - ii. Refreshments
 - b. Coronation Tea Party
 - i. From 1pm
 - ii. Planters
 - iii. Tea
 - c. Volunteering Day
 - i. Village tidy up
 - ii. Posters
7. AOB
8. Next meeting date : AGM 24th April

<p>1. Welcome from Chair: Fiona opened the meeting and welcomed everybody.</p>		
<p>2. Apologies Dan Cornish, Andrew Major, Helen Walker</p>		
<p>3. Minutes of previous meeting Correction: Larry should read Lenny</p> <p>a. Actions from last meeting 13th February 2023 and previous meetings:</p>		
Completed	Outstanding	Update at meeting
<ul style="list-style-type: none"> • Curtains ordered – delivery 24th April • Painting of doors completed • Flyers produced for Easter Egg Hunt and Coronation • Facebook advertising for the rental of the hall cost £120 but has brought results. • Committee Room 	<ol style="list-style-type: none"> 1. Chimney needs to be capped - Mr McGregor contacted and will do when available. 2. Kitchen oven and hob – Claire to advertise. If no uptake then decision taken to give to scrap merchant. 3. Main Doorstop /hinge /handle to keep closed - maintenance team will look at this. 	<ol style="list-style-type: none"> 1. Mr. McGregor is very busy, but there are no alternatives, so we will wait for him. On-going 2. Outstanding. Claire to action 3. Outstanding. Plan to action before Coronation weekend.

<p>flooring estimate approved by Parish Council</p> <ul style="list-style-type: none"> • Fiona has discussed live music for the coronation with Sue at the Red Lion • Email to Helen sent re safeguarding 	<ol style="list-style-type: none"> 4. Installation of wall mounted flagpole at front left corner - maintenance team. 5. Contact Diss Express/EDP re: kitchen – Robin has made initial contact but wants photos. 6. Repair of inspection cover - Gary reported issue with the size required. Various suggestions proposed. Glyn will check Clarks of Walsham. 7. DBS Checks for Committee 8. Kitchen window repairs - leaks <ol style="list-style-type: none"> 9. Front bollard repair 10. Few issues on doors 11. Access to be restricted to upper floor <ol style="list-style-type: none"> 12. Alcohol store 13. Remaining books & jigsaws. <ol style="list-style-type: none"> 14. Flooring to Committee Room 	<ol style="list-style-type: none"> 4. Outstanding. 5. Outstanding. Robin to do after new curtains fitted. 6. Outstanding. Glyn 7. On Agenda 8. Andrew is hoping to have a site meeting with Drews Brick & Stone to discuss restoration work to the masonry this week. <ol style="list-style-type: none"> 9. RT to action – concrete not timber. 10. Maintenance team to action. 11. Gary to purchase an appropriate chain and signage 12. Outstanding - Robin to advise 13. Bullock Fair charity shop have advised they only want to receive good quality books with no blue edges. Claire is going to take them a sample to see if ours are acceptable. Break charity shop are short of bric-a-brac so Claire will take them the items we have in storage. Georgina to ask Samaritans if they can use the books & jigsaws. 14. Fiona to speak to John Morrish about flooring.
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b. Other Actions from last meeting 13th February 2023 and previous meetings:

DBS checks – it was agreed that all committee members are to [request a basic DBS check using GOV.UK \(www.gov.uk\)](https://www.gov.uk) before next meeting.

All

4. Finance update

Treasurer's Report 3 April 2023

The Hall account currently stands at £14,719.43

Since the last meeting we have paid: £1,725 to Roger Hilton for painting and a total of £604.88 to Eon for gas and electricity. Water was £27.29.

I have also paid Tony Cawthorne £420.00 for the installation of LED down lighters in the Annex but this has not yet gone through the bank. The Parish Council also approved expenditure for new flooring in the front room of the school house.

Andrew will apply for a Temporary Events Licence for the bar for the Coronation Tea Party.

The Committee agreed to raise Diane's pay for cleaning to £11/hr.

<p>5. Bookings update</p> <p>It was noted that Claire is doing very well with getting bookings. Wortwell carpet bowls group have booked for an additional 2 weeks.. Hayley Pearson has booked further Sound/Gong sessions every month to end of June. They now set up in the middle of the room. Info to be sent to Tom for inclusion in the Link. Youth Services use the hall every Friday. There is another booking for a wedding at £450 The hall will be used for the local elections for whole day at £400</p>	<p>Claire</p>
<p>6. Events</p> <p>a. Easter egg hunt – 8th April Dan running the event. Flyer completed by Georgina and circulated to every house. Fiona to put the blackboard outside the hall on the day to advertise the availability of refreshments in the hall but hoping for fewer people than last year. Preparation at 2pm with refreshments after in the hall from 2.30pm. Refreshments – tea, coffee, squash. Sausage rolls, small cakes. Dan & Sue will provide sausage rolls and cakes. Fiona will make some kids cakes and get milk. There is tea and coffee already. No charge for refreshments – but a donation pot to be made available. A raffle will be held if there are sufficient prizes. Fiona to buy some Easter Eggs to add to the items we already have available.</p> <p>b. Coronation tea party – 7th May i. Timing: Coronation tea party to be held on 7th May from 1pm. ii. Planters: Gary and Claire have emptied the planters and weeded the small flower beds. Fiona has got quotes for replacements planters but £170 for timber or £350 for recycled plastic, which are preferred. It was agreed to make do with existing and seek donations or sponsorship for new ones. Ask for donations in the Link. iii. Tea: Sandra will coordinate the tea and cakes with contributions from local residents. Additional drink supplies were agreed, to be obtained from Adnams and Morrisons. iv. Entertainment: Live music to be investigated and local performers asked about availability. More details to be discussed at the next meeting.</p> <p>c. 8th May - Volunteering Day. Georgina will set up the litter Pick with South Norfolk as previous years. Other tidyup ideas to be discussed at next meeting. Posters to be created and added to posts through the village.</p>	<p>Please refer to actions under each event</p> <p>Dan/Sue</p> <p>Fiona</p> <p>Fiona</p> <p>Fiona</p> <p>Sandra</p> <p>Claire/Fiona</p> <p>Fiona</p> <p>Georgina</p> <p>Fiona</p>
<p>7. AOB</p> <p>Robin asked if we have meter readings taken regularly and was assured that they are. Robin and Georgina are keen for the Village Hall to support the Nature Recovery idea of Harleston.</p>	
<p>8. Next meeting</p> <p>Next meeting is: AGM is 24th April at 7.30pm</p> <p>12th June 10th July</p>	

14 th August 11 th September 9 th October 13 th November 11 th December	
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