

Minutes of Annual General Meeting of the Needham Village Hall Committee held on Wednesday 24th April 2023

Present:

Committee members: Fiona Harte, Claire Cropley, Glyn Jordan, Gary Cropley

Co-opted Committee Members: Andrew Major, Dan Cornish, Georgina Frost

Other attendees: Peter Bee, John Morrish

Agenda:

1. Welcome
2. Apologies – Robin, James, Helen Walker
3. Minutes from 3rd April Meeting
 - a. Actions update
 - b. DBS checks (Request a basic DBS check - GOV.UK (www.gov.uk))
4. Review of last 15 months
5. Financial report and planning for next 12 months
6. Bookings report
7. What are our goals as a Committee for the Village Hall?
8. Appointment and reappointment of Committee Members
9. Events
 - a. Coronation Tea Party
 - b. Volunteering Day / Village tidy up
10. AOB
11. Next meeting date: Monday 12th June, 7.30pm

1. Welcome from Chair: Fiona opened the meeting and welcomed everybody.		
2. Apologies: Robin, James, Helen		
3. Minutes of previous meeting a. Actions from last meeting 3rd April 2023 and previous meetings:		
Completed	Outstanding	Update at meeting
• 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 • Committee flooring estimate approved by Parish Council • Fiona has discussed live music for the coronation with Sue at the Red Lion	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. 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	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. 4. Outstanding. Agreed that it should be on front or gable wall but cannot be fixed to flint wall. 5. Outstanding. Robin.

Needham Village Hall Finances: 2022/23

INCOME		
Hall hire fees	7161.00	
Grant aid	1275.69	
Cash in	2443.23	
Barclay account recovered	2365.49	13245.41

£10880

RUNNING EXPENSES		
Repayments to committee	3333.21	
Diane, cleaner	2032.00	
Eon	1743.41	
Allied Westminster	1037.23	
Secure 3 Systems	406.00	
URM	356.14	
Performing Rights Society	169.67	
Anglia Water	121.93	
South Norfolk	61.94	
Sundries	185.00	
Jubilee bench (VAT)	202.60	9649.13

gas + elect insurance

£573 Nec & bott

REFURBISHMENT		
Kitchen	11868.77	
Redecoration	1725.00	
Lights	327.00	13920.77

TOTAL EXPENSES 23569.90

Opening balance	25123.91
Total costs	10324.49
Unaccounted	100.00
Balance 01 April 23	14699.43

6. Bookings update

Since taking on the bookings 18 months ago, I have increased the regular bookings people using the hall. We now have lots of different activities happening in the hall each week and I have built up a really good rapport with our regular users.

I have put in place different processes and procedures for the bookings role:

- I have organised the bookings email account so all hirers have their own sub folder which allows us to keep a trail of all communications if needed.
- I have introduced the regular change in the key safe code which is working really well and has stopped the hall being used on ad-hoc occasions as before.
- I have enhanced our Terms and Conditions documents and now have one document for each different type of hirer to reflect this. (One off bookings/regular bookings/village residents/weddings)
- I have introduced a 20% non-refundable deposit system which has been well received.
- I have promoted the village hall over social media, in the village link and in The Grapevine which has increased the profile of the hall. I have also commented on various Facebook posts of people asking for a venue to hire. This has resulted in more bookings and exposure of the hall. Word is getting around via word of mouth as well about our wonderful venue.

Claire

• I have introduced a year planner in the main hall so people have a snap shot of when the hall is available. I keep this up to date all the time as well as a paper diary. • I have put posters up in the main hall and on the 3 notice boards in the village with information about booking the village hall. • I have organised the notice boards inside the main hall, one for risk assessments etc. and the other for “bookings” and “what’s on posters” which I’ve created for each regular group. • I have set up a system with Diane our cleaner so she is aware of all activity in the hall. I visit the hall before each booking to make sure everything is in order and put chairs away and in a tidy order when needed. Finally, I now have access to the banking system online so I can see that people have paid their hire fees before giving them the key safe code.....so Andrew can breathe a sigh of relief as he won’t be getting so many emails from me now asking about payments!	
7. What are the goals as a Committee for the Village Hall? The following was discussed: - Being a hub for the village community. - Providing entertainment. - Find new alternative events e.g. a dance (Otters Pocket suggested). - How to expand the committee membership? - The main thing is to have help, not necessarily committee members. - Avoid clashes with Red Lion. - It’s a good idea to plan for the year ahead. - There is a limit to the number of licences we can apply for. - A proposal to make the committee room available as a bar was agreed for later review.	
8. Appointment and reappointment of Committee Members Chair: Fiona was nominated by Andrew, seconded by Georgina. Agreed and accepted.. Vice Chair: Claire no longer wants to continue in this role so Fiona will ask James Finance/Treasurer: Andrew was nominated by Gary, seconded by Glyn. Agreed and accepted. Bookings: Claire was nominated by Andrew, seconded by Fiona. Agreed and accepted. Secretary: Georgina said that she doesn’t want to continue in this role. Position to be advertised in the Link. Trustees are Claire, Andrew, Helen and Robin. Maintenance team is Glyn, Peter with John M	
9. Events a. Easter egg hunt – 8th April Raised £67 for the hall. About 20 children attended and it was better than last year. b. Coronation tea party – 7th May i. Arrangements under control. Set up from 10.30, cakes to arrive at 11.00. ii. Tea: Sandra is coordinating the tea and cakes with contributions from lots of local residents and band of volunteers. iii. Bar: Claire & Gary organizing and will get additional stock as agreed from Adnams and Morrisons. iv. Entertainment: Live music from Terry Adams on stage by Peter More details to be discussed at the next meeting. v. Raffle and bar rota: Required.	Please refer to actions under each event Sandra Claire Peter

vi. Games: Tom and James to be asked to organize but Fiona will get some items too. c. 8th May - Volunteering Day. South Norfolk have been informed of date and collection point. Assemble at 10.45 at Village Hall, refreshments at Red Lion afterwards. Hi-viz and grabbers are available but participants to be asked to bring own hi-viz vests and gloves if possible. Activities suggested: Litter pick Clearing footpaths Clean bench in front of hall, Tidying planters and weeding gravel Clearing debris from Upper Brook Lane, other side of A143.	Fiona Fiona
10. AOB Issue of the internet not reaching the hall or meeting room. Andrew will ask County Broadband to move the modem.	Andrew
11. Next meeting Next meeting scheduled for 12th June has been rescheduled for 19th June at 7.30pm 10th July 14th August 11th September 9th October 13th November 11th December The meeting closed at 21.20	