

Needham Village Hall AGM Meeting

Monday 15th April 2024 at 7.30pm, held in The Annex Room

Minutes

Agenda

1. Welcome
2. Apologies
3. Minutes from 4th March 2024, including actions completed/outstanding
4. Performance overview for last 12 months (Events and Bookings)
5. Financial report
6. Appointment and reappointment of Committee Members / Trustees
7. Comments/additions to Risk Assessment
8. Village Hall Emergency Plan
9. Needham Nature Recovery – Robin
10. Events:
 - Sunday 10th March – Phantasmagoria – Feedback
 - Saturday 23rd March – Easter Quiz – Feedback
 - Saturday 30th March – Easter Egg Hunt – Feedback
 - Saturday 18th May – Litter Pick - 9.30 – 11.30am, can we bring this date forward?**
 - Thursday 6th June 2024 - D-Day 80** – we will light the beacon at 9.15pm.
 - Work with Tom to include a page-spread in The Link
 - Sunday September 8th – Annual BBQ** with Lee Vasey (confirmed, £250), and bouncy castle (booked). Doors open 12.30pm, BBQ 1pm.
 - Saturday 12th October – Harvest Festival Quiz** – Chili con carne (Helen)
 - Sunday 10th November – Remembrance Sunday, 6pm.** Robin to confirm date with Nigel.
 - Sunday 15th December – Christmas Event.** Robin to confirm date with Nigel.
- 2025 - Planning to start now for:
 - Craft Fair
 - “Needfest” Music Festival – 7-8th June 2025 (Local bands, open mic, food carts etc)
11. AOB – Townsland Trust declined our application for support for new planters
Phil Spragg working through the list of maintenance tasks

1.	Fiona welcomed all to the AGM meeting	
2.	Apologies: Helen	
3.	Minutes from 4 th March 2024 agreed with one amendment to the address of a potential stone merchant	
4.	<p>Performance overview for last 12 months (Events and Bookings)</p> <p>Over the last year we have successfully held events that, overall, have been well supported by the Needham Community. The Coronation event was a great success, as were the quiz nights and annual BBQ (despite the hottest temperatures of the year). We have fallen into a pattern of events that are now anticipated by the village each year, but we have also embraced new offerings to add further opportunities for the village to enjoy, including the Sounds and Gongs events and Phantasmagoria.</p> <p>Bookings Report from Claire Croyley:</p> <p>I have continued with the bookings for the village hall since the AGM last April. In that time, we have continued to have a constant use of hirers with our regular booking people using the hall. We still have lots of different activities happening in the hall each week and I have secured more regular hirers over this time as well. I have continued to build good relationships with our regular users, which has helped with securing more bookings from some of the groups.</p> <p>We also have a constant stream of one-off users as well and last May saw the Village Hall have a Wedding Reception. We have previous users coming back to use the hall again which is testament to how lovely the hall is.</p>	

I have adjusted some of the processes and procedures for the bookings role over the last 12 months as I had gained a good knowledge of what was or wasn't working.

- The bookings email account is still organised so all hirers have their own sub folder which allows me to keep a trail of all communications and this has been really beneficial on a couple of occasions.
- I have continued to change the key safe code every month as this has been working really well and has stopped the hall being used on an ad-hoc basis which has happened in the past. It also keeps the hall secure as lots of people use the hall and I can't always verify who all the people are. I send an email to the regular users and the chair on the 30th day of each month with the new key safe code and then I change the 3 key safe boxes.
- The Terms and Conditions documents have been kept up to date and these are issued out with every enquiry into booking the hall. There is still one document for each different type of hirer to reflect this. (One off bookings/regular bookings/village residents/weddings)
- The 20% non-refundable deposit system has been working well and has stopped bookings being cancelled at the last minute, which was happening at times before.
- 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 social media posts of people asking for a venue to hire. This has resulted in more bookings and exposure of the hall. Word of mouth is also getting people enquiring about the hall.
- I have not continued with the year planner in the main hall this calendar year as I found that if people had an enquiry about a date for the hall they would contact me anyway. It was also difficult to keep it up to date accurately and it was becoming quite time consuming.
- I have put new posters up in the main hall and on the 3 notice boards in the village with information about booking the village hall as the previous ones had become faded.
- I have kept the notice boards inside the main hall organised. There is one for risk assessments etc. and the other for "bookings" and "what's on posters". I've created a poster for each regular group to help to promote them.
- I contact Diane our cleaner about every booking we have in the hall so she is aware of when the hall is being used. Diane then manages her own time with making sure the hall is kept clean.
- I liaise with Philip Freeman our Treasurer and make sure that all hirers have paid their deposit and balance for each booking. I also arrange for invoices to be issued to the regular hirers and check the bank account on a regular basis to make sure payments have been made. I pay money into the Post Office when people pay me cash for their bookings or for money we've raised at events and I email Philip with details about how much each booking is for and who has paid it.
- I visit the hall before each booking to make sure everything is in order and put chairs/tables away and in a tidy order when needed.

Overall, it has been another successful year with bookings, with the village hall being used on lots of different occasions. The revenue raised with bookings alone for the 2023/2024 year is £7,166.40.

The committee gave special thanks to Claire for continuing to advertise and develop opportunities for the hall to be hired out.

Robin also gave feedback he had received from a hall user (Bridge Club) on what a wonderful place the hall was and how supported they feel, both before and during their bookings.

Fiona suggested an end of year report be sent to the Link with a request for more support. Georgina suggested this could be published under the banner: "Better Together" which leads to a better community. Fiona to write and send to Tom.

5.

Financial report

Philip shared the first draft of the accounts for the last financial year. It was noted that we had made several investments into the building last year (curtains, new flooring, decorating and remedial work to the sandstone around the windows), without which our receipts would have comfortably covered our costs.

Gifts included a £500 donation from Save Harleston and £250 donation from Glyn and Peter from their SNDC Award.

Village Hall Accounts:

Receipts	2023/2024	Payments	2023/2024
Hall Hire	£7,166.40	Cleaning	£2,336.00
VAT			
Reclaimed	£0.00	Hygiene	£181.62
Grants	£0.00	VAT	£431.53
Events (Cash)	£1,077.01	Utilities	£1,922.84
Gift	£750.00	Licences	£158.94
Recycling			
Credits	£573.23	Building	£5,537.94
Other income	£9.60	Grass Cutting	£357.00
Total	£9,576.24	Insurance	£1,060.16
		Events	£406.73
		Glass Recycling	£374.40
		Other	
		expenditure	£185.88
		Total	£12,953.04

6.

Appointment and reappointment of Committee Members / Trustees

As per our constitution, all committee members stepped down from their current roles. The following appointments were proposed and seconded.

		Proposer	Secunder
Chairperson	Fiona Harte	Robin	Claire (all)
Vice Chair	Robin Twygge	Claire	Dan
Committee	Georgina Frost	Fiona	Robin
Committee	Andrew Major	Robin	Fiona
Committee	Dan Cornish	Claire	Robin
Committee	Gary Cropley	Robin	Andrew
Committee	Robin Twygge	Fiona	Claire
Committee	Claire Cropley	Fiona	Robin
Bookings	Claire Cropley	Fiona	Andrew

Trustees: Andrew Major

Trustees: Claire Cropley

Trustees: Robin Twygge

Sadly, James will not join the Committee this year, but has promised to not be a stranger! And will be manning the BBQ as usual in September. Thank you James, for all your support over the last few years, it has been a pleasure.

We still have not been able to recruit a secretary to join the Committee. Fiona will ask Anna

	Rohlander if she is interested and include a request in the article for The Link.	Fiona
7.	<p>Comments/additions to Risk Assessment</p> <p>Comments and suggestions were recorded in the draft documents. Fiona will update these and circulate final copies. Georgina offered to update the section on Asbestos.</p> <p>Labels/red sticky tape to be added to the shut-off switches and levers for gas and electricity.</p>	<p>Georgina</p> <p>Claire</p>
8.	<p>Village Hall Emergency Plan</p> <p>As many regulations cover a formal emergency plan it was felt this was not a viable option for the Village Hall. However, it was felt that we could offer a temporary location for a 'warm hub' in the case of an emergency in the village. This will be added to The Link article Fiona is writing, with direction to gain access from Claire, Fiona or Robin.</p>	Fiona
9.	<p>Needham Nature Recovery – Robin</p> <p>An open wild garden event is planned for 29th/30th June (Sat/Sun) in Needham. Villagers will be asked to open their gardens to show their projects. Robin has an advert that he will share with the committee, and he will also send it to the Link for publication in the next edition.</p> <p>Georgina raised a discussion about how Swift boxes couple be installed, although these need to be around 6m high which is a logistical challenge. A note will be included in the Link to see if anyone can help install these where needed.</p>	<p>Robin</p> <p>Georgina</p>
10.	<p>Events</p> <p>Sunday 10th March – Phantasmagoria – A write up was promised of the event. Claire has now asked one of the attendees if they could write a review for us. Gary has some pictures of the event (which do not include faces of people in the audience) which will be combined with the write up for an article in the Link.</p> <p>Saturday 23rd March – Easter Quiz – Well attended and a good entertaining event.</p> <p>Saturday 30th March – Easter Egg Hunt – Enough children joined in to make a successful event, although we sadly clashed with a larger event in Harleston.</p> <p>Saturday 18th May – Litter Pick - 9.30 – 11.30am. We discussed trying to bring the date forward for this, but with planned bank holidays it was felt best to leave the date as it is. Notice to go in the Link to advertise the event.</p> <p>Dan is planning to spray the car park a second time with weed killer. We may also include a tidy up of the BBQ area on the day.</p> <p>Thursday 6th June 2024 - D-Day 80 – after discussion we decided to cancel the lighting of the beacon. The Red Lion will be holding an event as the D-Day 80 event will coincide with National Fish and Chip Day. It was suggested we ask the Red Lion to light a Peace lantern at their event.</p> <p>Sunday September 8th – Annual BBQ with Lee Vasey (confirmed, £250), and bouncy castle (booked). Doors open 12.30pm, BBQ 1pm.</p> <p>Saturday 12th October – Harvest Festival Quiz – Chili con carne (Helen)</p> <p>Sunday 10th November – Remembrance Sunday, 6pm. Robin to confirm date with Nigel.</p> <p>Sunday 15th December – Christmas Event. Robin to confirm date with Nigel.</p> <p><u>Planning to start now for 2025:</u></p>	<p>Gary / Claire</p> <p>Fiona</p> <p>Fiona</p>

	<p>Craft Fair – Georgina asked if the Craft fair could be expanded to include Arts and Crafts, which was agreed. Georgina agreed to lead this event, with support from the Committee.</p> <p>“Needfest” Music Festival – 7-8th June 2025 (Local bands, open mic, food carts etc)</p>	Georgina
11.	<p>AOB</p> <p>The Townsland Trust declined our application for support for new planters. It was felt the Trust was not set up to support such requests.</p> <p>Phil Spragg has completed the list of maintenance tasks. Glyn Jordan raised the fitting of the drain cover. There is a frame in the shed that the drain cover sits in. This needs to be cemented in and the drain cover will then sit flush within the frame. Fiona to follow up with Phil Spragg to see if he can fit it.</p> <p>Claire and Gary reported a spate of vandalism at the back of their garden which is accessed via the Nook. Items have been thrown in the ditch, shrubs pulled up and a general mess made. It is believed to have been caused by a group of boys from Harleston.</p> <p>We still need to replace the Extractor Fan in the kitchen – add to ‘To Do’ list for discussion at May meeting.</p> <p>Fiona discussed who we could use to service the boiler with John who suggested we find a new person who is qualified for non-domestic premises. Fiona to follow up with her plumber and book a service.</p> <p>Fiona has checked health and safety regulations for village halls with regard to the carpet on the stairs. As long as it is fixed down it is safe to have carpet there. We are required to have a handrail, which we already have.</p> <p>Details of S3S Systems contracts to be passed to Claire.</p>	<p>Fiona</p> <p>Fiona</p> <p>Fiona</p> <p>Fiona</p> <p>Philip / Andrew</p>
12.	<p>Next meeting: Thursday 16th May 7.30pm</p>	
	<p>Carry forward to next meeting:</p> <p>Dan to ask Sue to help him complete a DBS Check - Request a basic DBS check - GOV.UK (www.gov.uk)</p> <p>Robin - follow up with Amanda Mounser, for advice on alcohol storage in the hall and a licence for the hall.</p> <p>Spring clean-up – are we ready for stone order? Shrubs suggested for front of building.</p> <p>Follow up on Account application with Adnams.</p> <p>Chimney needs to be capped - Mr. McGregor contacted and will do when available.</p> <p>Concrete apron on the entrance to the village hall car park adjacent to 54 High Road. When it rains a lot, it floods the driveway of 54 High Road. There is also a large pothole developing in the driveway near to the entrance. Review again once additional stone is in place in the car park.</p> <p>Possible Spring tasks:</p> <p>All the toilets need redecoration on the walls as they have not been done since they were built.</p> <p>Somebody has stuck things on the walls inside the main hall all around and the paint has come off in places and lots of marks left on the paintwork which won’t clean off.</p> <p>The paintwork inside the main door hallway has lots of black marks which won’t clean off.</p>	<p>Dan Robin</p> <p>Fiona</p>

