Needham Village Hall Meeting

Monday 1st July 2024 at 7.30pm, held in The Annex Room

Minutes

Agenda

1. Welcome
2. Apologies
3. Minutes from last meeting 16th May 2024
4. Financial update
5. Bookings update
6. Needham Nature Recovery – Robin
7. Events
8. AOB
9. Next meeting date

1.	Fiona opened the meeting and welcomed attendees.	
2.	**Apologies:** Dan	
3.	**Minutes from 16th May meeting** were agreed. Actions arising / completed: - Fiona to contact previous electrician used to fit new kitchen fan. Post meeting note: Tony Cawthorne details shared by Helen (thank you). - Phil will complete PAT testing on Friday 5th July, 1.30pm - We have a current rolling license to serve alcohol which will be cancelled and replaced by a new licence. License holders will be Fiona (Chair), Robin (Vice-Chair and experienced), Claire (Bookings manager). Fiona to check past on-line planning applications for a site plan that can be submitted with the application (Post meeting note: completed). License is £100 plus an advert in the press (Robin is contacting The Diss Express) and on our noticeboards stating we will be selling alcohol on the premises. Yearly renewal is £70. We will be licensed for 7 days a week (long list of allowed opening times supplied), including at live music events. Alcohol is stored behind two locks which was acceptable. No children to have access to alcohol. Car park notices to be installed asking hall users to keep noise to a minimum when leaving the premises. Challenge 25 signage will be displayed and employed during events. Challenge 25 also added to booking conditions. - Claire has/will make and appointment at Harleston Information Plus to get support for making a Lottery Grant Application. Several of the HIP team have experience in doing this. - Robin will remind Mr McGregor that the chimney needs to be capped next time he sees him. Take forward: • Claire will email Trevor Graham to request a council assessment of accessibility to ensure inclusivity for disabled users. • Claire to investigate a whist drive for June / July. • Dan – Complete DBS Checks - Request a basic DBS check - GOV.UK (www.gov.uk) • Spring clean-up – are we ready for stone order? Do we need another weed killer application? Shrubs suggested for front of building.	Fiona Robin Claire Claire Robin Claire Claire Dan Dan
4.	**Finances** Village Hall accounts have been submitted to the auditor. 2023/24 Receipts were £9,751 against payments of £12,721. Largest payments were: Building work (£5,500), Cleaning (£2,336), Utilities (£1,900) and insurance (£1,000). Largest Receipts were: Hall Hire (£6,767) and Events (£1,552). Excluding building works, our receipts cover our general expenses for keeping the hall running. Fiona to check her folder for the current Insurance certificate and send to Philip.	 Fiona

	Changes to charity trustees: Robin to supply personal data requested by Andrew. The Auditor has suggested we have a separate bank account to the Parish Council. We have a shared account as we were hoping to benefit from the VAT registration held by the Parish Council. To date this has not had any impact on our finances. There may also be an alternative model we can review that Philip can share with us. Before a decision is made, Robin will investigate how this is managed with other Village Halls and Parish Councils through his Parish Clerk contacts. We also need to be clear on whether the Parish Council will have oversight of any large expenses the Village Hall make (£500+)., or would we need to develop a protocol for large expenses as part of our Village Hall meeting rules?	Robin Philip Robin
5.	**Bookings Update** New system working well – monthly invoices sent with key safe code. Dates for following month also requested. 4th July – whole hall booked for General Election. £400 invoice already submitted for payment. Previous invoice for £400 submitted – only £375 paid to date. Claire to pursue further. A new customer has booked a second time for another party as the facilities are so good. MTM Youth Services are starting back in July. A new children's Theatre Class is due to start on a Monday from 4.30 – 5.30pm – 2 sessions will be held before the summer break. Waveney Archaeological group held their June meeting in the hall. Pilates, Lapwing Education and the Theatre Group will all take a break in August. We also received an enquiry about using the Village Hall grounds for a picnic (wheelchair user).	Claire
6.	**Needham Nature Recovery** Some residents will receive a Nature Recovery Survey (from Tom, known to Robin). The Link is due this month and will include a Nature Recovery brochure (more to come including window stickers). Other articles for The Link this month: Request for Tombola prizes. Poster for Needham Fun Day – see below. Fiona to update and re-send yearly Village Hall report and an Events Update	 Claire Claire Fiona
7.	**Events** Village BBQ now Needham Fun Day – 8th September 15 stalls confirmed so far – fee is £15 plus a raffle prize. Craft Fair will run from 10am – 4pm. All stall holders to have their own public liability insurance and risk assessment. The poster prepared for The Link will also be submitted to The Grapevine (Robin) and will appear on the local Facebook groups (Needham Link, Harleston, Waveney Valley Events). Bouncy castle (£100 hire charge, cash). Agreed £1 fee for unlimited use, hand stamps to show payment. Georgina to find out if an earlier delivery is possible and the size of the castle. Tombola – 3 tickets/£1 or 50p each. Ice cream van – 12.30 – 4pm. Claire to check fees with Zoe. Other Stalls : Splat the rat - Marbles in the pot - Guess the number of sweets - Feel the sock – Guess the veggies in the jar – Raffle. Robin also to see if he can borrow stocks for the wet sponge stall. Claire is approaching the Girl Guide, Scouts, and Cadets for volunteers to help on the day. Lee Vasey wilk play from 2pm – 5pm (£250, cash) BBQ will open at 12.30pm. James has confirmed his availability for the day. Gary is asking local businesses for donations for the raffle – ongoing. Prices for burgers and sausages from Browns: £1/burger, 70p/sausage. Robin to get more prices from his wholesaler – work on 125 of each. Robin will also source serviettes. We agreed £2.50 for a burger or hot dog. Robin, Fiona and Georgina will provide salads. Bar prices will remain the same. Belinda and Chris and John and Chris to be asked to help.	 Robin Helen M Georgina Claire Robin Claire Gary Robin Robin R/F/G

	Jugs of squash will be provided for children. Teas and coffees will be available - £1 / mug. Georgina to help with these. Dan and Sue will be asked to help with the raffle. Claire to speak to David Coe re: parking in the field for the BBQ. A notice will be displayed saying that the Church is open. Robin will investigate Estate Agent Boards for advertising. Boards will be displayed at the front of the hall and on Needham roundabout. Notices on what we are fund raising for will be displayed. Claire to follow up with 3 x suppliers for an estimate of the work needed so we have an idea of costs. Fiona to chase up Adnams following account application. Claire to check current alcohol stock – all to look for current offers (eg buy 6 and get 25% off).	 Georgina Dan Claire Robin Claire Fiona All
8.	**AOB** A smartmeter will be installed on August 15th, 8-12. Daily recordings will be taken for the first 7 days, we can then set the frequency – monthly as we do now. The hedge at the back of the hall needs cutting and the ditch also needs clearing. Gary will request some help from Sam Bennett and coordinate a date towards the end of August (after the nesting season). Ian and Caroline will burn the cuttings. Claire has been cutting the grass and has started edging the paths. Fiona will ask Philip to order a Brown bin for the Hall. We continue to have people parking in the car park despite not using the hall. Fiona will write a polite notice for publication in The Link.	 Gary Fiona Fiona
9.	**Next meeting date** **Monday 19th August, 7.30pm**	