

Needham Village Hall Committee

Minutes of the Committee Meeting on Wednesday 11th March, 2025 at Needham Village Hall at 6pm

Village Hall Committee Present:

Robin Twigge (Chair), Georgina Frost (Vice-Chair), Claire Cropley, Gary Cropley, Dan Cornish, David Clampin, Nick Phillips (Secretary)

Public Present: Glynn Jordan

	Record	Action
1.	Welcome Robin welcomed all.	
2.	Public Forum. Nothing raised.	
3.	Apologies Apologies had been received from Neil Hopkinson.	
4.	Minutes from last meeting 29th January 2025 These were approved.	
5.	General Actions Arising from Previous Meetings a. Set up Officer Email addresses. nvhbookings@outlook.com (Claire) and nvhsecretary@outlook.com (Nick) confirmed set up and in use and access can be transferred to new volunteers when required. Robin to set up nvhchairman@outlook.com (Claire or Nick can help). b. Establish PRS Licence. The PPL PRS Licence was confirmed in place. Action Closed. c. Hours for Hall Cleaning to be confirmed. Diane had confirmed that the current hours were appropriate. Action Closed. d. Table and Chair Loan/Hire. Gary confirmed he is still assessing this and will report back. Others Actions arising are presented under each agenda item below.	Robin Gary
6.	Change in Legal Status The Parish Council have, upon advice, investigated use of a solicitor to establish the new CIO. This will cost many thousands of pounds and therefore Philip Freeman will undertake the work over the Summer holiday when he is less busy. New trustee for existing Village Hall Charity. Robin has volunteered to replace Helen Walker. Robin to work with Andrew and Philip Freeman to effect the change.	Robin and Andrew
7.	Finance Update a. No report was available at the meeting. Robin agreed to circulate the latest report after the meeting. Post meeting note: The report is included at the bottom of these minutes.	

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	Record	Action
	Date: to be confirmed but possibly linked to last weekend of Harleston Art Trail 24/25/26 May. Action: Georgina to confirm the date. Action c/f: Potential sponsors to be investigated – e.g. Robertsons Action c/f: Consider Drawing Class as part of Art Day <u>History Walks.</u> Georgina and Robin will lead to coincide with Heritage Open Days 15-21 September. Action: Event to be defined. <u>Community Lunch.</u> £6 per head, meals cooked by volunteers. Date for first lunch agreed for May 14th (Wednesday). Action: Confirm situation regarding hygiene regulations. Action: Confirm how event will operate, what volunteers are needed etc. <u>Needham BBQ.</u> Lead: David and Neil. Not yet being planned in detail. <u>Book Club.</u> Action c/f: Robin agreed to talk to organisers of similar activities in Harleston. Action carried forward. <u>Films and Discussion of Second World War.</u> Lead: David. This was discussed and it was agreed that this type of event would be more suited to Autum Sep/Oct. Action: David to propose dates and format. <u>Bingo Evenings.</u> Action c/f: Nick to investigate and draw up a proposal. Carried forward. <u>Inter-Village Games.</u> Ideas included indoor Jenga. Action: Robin to scope. <u>Medium Night.</u> Claire will take this forward, but not yet. <u>Church-related Events.</u> The Remembrance and Christingle services were discussed. There will be food/drinks in the Village Hall after both. Action: Nick to add events to the calendar: 9th November 1800: Remembrance Service and refreshments afterwards 21st December 1500: Christingle Service and refreshments afterwards <u>Events currently without leaders.</u> These were discussed briefly as follows: Walking Group. Belinda may be willing to organise. Village Welcome Packs. These were agreed as 'low priority' for now. Table top sale. Consider includind as part of the Coffee Mornings. Quiz for children. Tom, James or Kelly may be willing to organse? Ceilidh. Agreed a good idea for the Winter but the band will need to be booked now. Warm space. Low priority for now but to be revisited if need arises.	Georgina Georgina Georgina Georgina & Robin ? Dan (Sue) Robin David Nick Robin Claire Nick

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	Record	Action
11.	Building and Grounds Maintenance <u>Grounds Maintenance.</u> Action c/f: Dan will arrange another weed-kill spraying of car park in the Spring. Carried forward <u>Action c/f: Window Renovation</u> – obtain two further quotes. Still awaiting the third quote and better weather. Action carried forward. <u>Electrical Installation Certification.</u> Action c/f: Electrical fixed installation certification to be arranged – Robin. Quotes of £400 and £600 had been obtained. Claire agreed to organise. Carried forward <u>Nook Hedge Cutting – The Nook</u> Georgina had organised a working party. This was poorly attended and extremely hard work. It had not been possible to more than a short length. Everyone agreed that this work needed to be done by a professional with the correct equipment. Action: Arrange professional hedge cutting in September. Action: Add hedge cutting to the Administrative calendar The hedge cutting that had been done had identified that the Nook notice board also restricted sight-lines into the Nook. <u>Car Park Signage (regarding liability).</u> Action c/f: Robin agreed to have signs made up. Nick agreed to take this action forward. Carried forward <u>Accessibility – car park gravel.</u> No progress has been made. Existing actions were reviewed and refined: Action c/f: Contact South Norfolk council for advice to define what requirements we are seeking to address e.g. impaired mobility, sight, hearing and so on. New Action: Claire to contact the user who had offered help for advice	Dan Claire Claire ? Nick Nick Georgina Claire
12.	Risk Management <u>Health and Safety.</u> No incidents have been reported since the last meeting. <u>DBS Status.</u> Nick and Georgina indicated that they have a current DBS certificate. Action: Others were asked to consider DBS vetting for themselves.	David, Neil
13.	Marketing and Articles for Needham Link <u>Village Notice Boards.</u> Action: Georgina to arrange with Nathan for building notice boards which can be placed at 90° to the road. Carried forward <u>Quiz publicity.</u> Action: Georgina would ensure that the Quiz is advertised in The Link. This had been done in the Link, delivered just before the event.	Georgina Georgina

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	Record	Action
	Action Closed. Posters had also been placed around the village.	
	<u>Needham Link</u> . The resignation of Tom as Needham Link editor was discussed. The Committee acknowledged the effort and resources which Tom had applied to the role in recent years. Nick expressed interest in taking on the Editor role and agreed to discuss this proposal outside of the meeting. Note: The Link is not formally under the remit of the Village Hall Committee.	
14.	Any Other Business <u>Village Hall Historical Photos</u> . Claire has a set of photos recording the building of the Annexe and photos of the Jubilee event from Helen. These should be included in a village archive and perhaps made available online. Action: Nick to talk to Claire about making these available.	Nick
	<u>Needham Towns Land Trust</u> . Andrew requested that Committee members remember and promote the purpose of the Trust. He explained that they have funds which are available but not being requested.	All
12.	Next Meeting This was agreed for the 6 th May at 6pm.	

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Latest Financial Report

This report below from Philip Freeman was provided after the meeting by Robin .

Needham Parish Council Accounts 2024/2025 (Village Hall).

Village Hall Account:							
<u>Receipts</u>		<u>2024/2025</u>		<u>Payments</u>		<u>2024/2025</u>	<u>Totals</u>
	Hall Hire	£7,479.27			Cleaning	£2,287.53	
	VAT Reclaimed	£0.00			Hygiene	£21.78	
	Grants	£0.00			VAT	£84.89	
	Events (Cash)	£2,626.54			Utilities	£2,068.53	
	Gift	£0.00			Licences	£343.00	
	Recycling Credits	£0.00			Buidling	£1,523.35	
	Other income	£222.00			Grass Cutting	£188.00	
	Total	£10,327.81			Insurance	£1,091.24	
Balance:					Events	£920.95	
	<u>2024/2025</u>				Glass Recycling	£257.06	
	£10,327.81 Receipts				Other expenditure	£556.63	£9,342.96
	£9,504.96 Payments				Total	£9,342.96	£9,342.96
	£822.85 Balance on Year						

Other costs

Needham Village Hall Committee

Events and Activities Calendar – Planned and Prospective As at 11/3/25

Status	Date		Time	Event	Event Lead	Notes	Source
Confirmed	14-May	Wed	Tbc	Community Lunch	Sue Cornish		VH
Confirmed	15-May	Thu	10-12am	Coffee Morning	Gill Powell	Includes bric-a-brac and raffle	VH
Confirmed	18-Jun	Wed	All day	Needham Open Gardens	Robin	In parrallel with Harleston but bus won't cross the A143	VH
Confirmed	19-Jun	Thu	10-12am	Coffee Morning	Gill Powell	Includes bric-a-brac and raffle	VH
Confirmed	18-Jul	Fri	10-12am	Coffee Morning	Gill Powell	Includes bric-a-brac and raffle	VH
Confirmed	15-Aug	Fri	10-12am	Coffee Morning	Gill Powell	Includes bric-a-brac and raffle	VH
Confirmed	07-Sep	Sun	All day	Fun Day & Scarecrow Competition	David & Neil		VH
Confirmed	19-Sep	Fri	10-12am	Coffee Morning	Gill Powell	Includes bric-a-brac and raffle	VH
Confirmed	16-Oct	Thu	10-12am	Coffee Morning	Gill Powell	Includes bric-a-brac and raffle	VH
Confirmed	09-Nov	Sun	1800	Remembrance Service and drinks afterwards		After the service (1800)	Church
Confirmed	20-Nov	Thu	10-12am	Coffee Morning	Gill Powell	Includes bric-a-brac and raffle	VH
Confirmed	18-Dec	Thu	10-12am	Coffee Morning	Gill Powell	Includes bric-a-brac and raffle	VH
Confirmed	21-Dec	Sun	1500	Christingle Service and Tea afterwards		After the service (1500)	Church
Investigating	03-Jun	Tue	All day	Needham Open Gardens	Robin		VH
Investigating	Xx May		All day	Art Day	Georgina	Adult and kids participation and a show	VH
Investigating				Book Exchange and Library	Nick and Theresa		VH
Investigating				Lottery	Nick scoping		VH
Investigating				Day Trips / Theatre Trips	Belinda investigating		VH
Investigating				Bingo Evening(s)	Nick to gather input		VH
Investigating				Book Club	Robin investigating		VH
Investigating	15-21 Sep	All		History Walks	Georgina and Robin	Linked to the Heritage Open Days initiative	VH
Investigating	Sep/Oct tbc		Tbc	Films of 1939-1945 Discourse	David		VH
Investigating	tbc	tbc	tbc	Medium Night	Claire	On hold for the moment	VH
Rudderless				Table Top Sale		Maybe include with coffee mornings?	VH
Rudderless				Quiz for Children		James? Tom? Kelly? to organise?	VH
Rudderless				Walking Group		Belinda may be interested?	VH
Rudderless				Drawing Classes			VH
Rudderless				Inter Village Games			VH
Rudderless				Medium Night			VH
Rudderless	Dec/Jan/Feb			Ceilidh		Winter - need to get them booked	VH
Sleeping				Village Welcome Packs			VH
Sleeping				Warm Space		Revisit this idea as required. Move to 'dormant'	VH