

Minutes of Village Hall Committee Meeting Tuesday 14<sup>th</sup> October 2025 7.45pm  
The Annexe, Needham Village Hall

**Village Hall Committee Present:** Robin Twigge (Chair), Claire Cropley (Bookings), Gary Cropley, David Clampin, Nick Phillips (Secretary)

**Public Present:** Gill Powell

	Record	Action
1.	<b>Welcome</b> Robin opened the meeting, welcoming Gill Powell and Alfie. He expressed thanks for The Link to the Editor for the recent edition and reminded all present to provide material.	
2.	<b>Public Forum.</b> Gill Powell talked about including a representative from Guide Dogs, plus dogs and an opportunity for them to sell cards etc.	
3.	<b>Apologies</b> Georgina Frost, Dan Cornish	
4.	<b>Minutes from 16<sup>th</sup> September</b> Correction: The action on page 5 for Table and Chairs booking form should be against Nick as well as Claire. <b>Action: Correct and publish minutes.</b> The corrected minutes are available on the <a href="#">website at this link</a> .  The minutes were accepted with this correction.	Nick
5.	<b>General Actions not covered by the rest of the Agenda</b>  <i>Action: Robin to meet with Brenda to discuss the proposal for her to put up fairy lights in the hall. Closed. Robin and Nick met with Brenda and agreed her proposal provided they were placed discretely. It was agreed that the power supply would be removed and held by Brenda initially.</i>  Other actions are presented under each agenda item below	
6.	<b>Legal Status</b>  <i>Action c/f: Philip Freeman to action in August. Carried forward.</i> This situation was discussed and concern expressed at the lack of a clear way forward. The original proposal was no longer and alternatives are being investigated. Further clarity to be sought. <b>Action: Robin to ask Philip for clear plan forward.</b>	P Freeman  Robin
7.	<b>Financial Update including Grants/Funding</b>  <a href="#">Bank Signatories</a> . <i>Action c/f: Establish Nick as an additional bank signatory given that Fiona has been removed. Ongoing.</i> The Committee expressed concern at how long the change was taking.  <a href="#">Norfolk Community Funding</a> <i>Action c/f: Nick to generate 'Crowdfunder' page for our project to secure the funding for the Car Park/Accessibility project. Carried forward.</i> Little progress had been made due to other commitments.	Philip Freeman  Nick
8.	<b>Spreading Workload</b>  <a href="#">Duty Wardens for Hall Care</a> <i>Action: Nick to meet with Claire to understand what is required in checking the hall and update the Duty Warden policy / checklist. Closed. This had been done and the</i>	

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	<p>Checklist updated to reflect Claire’s input. Nick explained that he had operated the process for two weeks and that it was not onerous, generally, although required for instance after a large group had used the hall to reposition equipment. Further comments were received on the checklist: no need for electricity or water meter readings; checking the stair safety chain was in place; checking that things are in the correct place in the kitchen (Claire will be adding labels).</p> <p>Everyone agreed to implement the new process. The Rota was set until November: Robin 19/10-1/11, David 2/11-15/11, Gary 16/11-29/11. Further duties would be agreed at the next meeting.</p> <p><a href="#">Village Hall Contact Telephone Number</a> <i>Action: Implement and publicise the new telephone system for the Village Hall, including ensuring that at least two people can manage call routing. Closed</i></p> <p>Testing had confirmed that the system was operational.</p> <p>It was agreed to implement the new number and the website together after some final updates to invalid references in documents (based on another village hall) and the number will be put live at the weekend (19/20 October).</p> <p>All regular hall users would receive an email explaining the changes we are making and notices placed in the hall. Further review and updates to the website, processes and Policies would be dealt with by updating them ‘in place’. Dan requested that the documents be printed off for his review due to difficulty printing. <b>Action: Print Policies and procedures for Dan to review.</b></p> <p><a href="#">Roles and Responsibilities review</a> <i>Action c/f: All to review the Roles and Responsibilities definition, comments to Nick. Carried forward.</i> Nick had incorporated the few comments received and continued to refine the matrix. He encouraged Committee members to review at least their areas of interest and provide feedback.</p> <p><a href="#">Candidates for Bookings Manager</a> <i>Action: Ensure all systems, forms and procedures are independent of Claire’s contact details by end of October. Closed.</i> All forms and documentation has been edited to state the new 0300 telephone number and the Village Hall address with no personal numbers or details included. The Bookings Email signature block would be similarly changed. Notices have been created for posting on the Hall noticeboard which have the generic number details only.</p> <p>The only person to come forward in connection with the request for help with Bookings Manager role was Brenda. Brenda is keen to help but not quite yet indicated she would have more time in the New Year.</p>	<p>Nick</p> <p>All</p>
9.	<p><b>Bookings</b></p> <p><a href="#">Online Booking System</a> <i>Action c/f: Nick to work with Claire tailoring the test system, carrying out further testing, and developing an implementation plan before a final decision is taken.</i></p>	

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	<p><b>Carried Forward.</b> Extensive tailoring and testing had been done by Nick with input from Claire. This work continued. The system was now being kept up-to-date in parallel with Claire's manual booking processes and the Availability calendar would be available as part of the new website. Booking will continue by email / telephone pending a final decision to implement the system and confidence in its operation.</p> <p><a href="#">Tables and Chairs – Booking Form, T&amp;C</a> Action c/f: Update/create a booking form for table and chair hire. <b>Carried Forward</b></p> <p><a href="#">Bookings Update – New/Changed</a> Claire outlined key changes since the last meeting. We now have an additional Wedding Reception booking for next year and regular use is consistent. There were some additional Zumba classes and a Christmas Party.</p>	<p>Nick / Claire</p> <p>Nick</p>
10.	<p><b>Administrative Calendar Check</b> See Calendar Here</p> <p>This was reviewed and updates agreed as follows. Annual electrical certification – there is no requirement for this.</p> <p><a href="#">Gas Certification/boiler service</a> <b>Action: Robin to engage Lee who did it last year for the end of November or early December.</b></p> <p><a href="#">Insurance renewal</a>: <b>Action: Nick to obtain information from Andrew so that insurance renewal can be overseen by the Committee</b></p>	<p>Robin</p> <p>Nick</p>
11.	<p><b>Events</b> See Event Schedule Here</p> <p><a href="#">Scarecrow Competition Prizes</a> These had all been delivered to the winners. Some anecdotal feedback received from others in the village suggested that the theme may have put off some people but this was far from clear.</p> <p><a href="#">Community Lunch</a> Action: Nick to talk to Sue and confirm date of the Community Lunch. Closed. This was agreed for 23<sup>rd</sup> October.</p> <p><i>Action c/f: Confirm situation regarding Hygiene regulations. Closed.</i> Robin had spoken with the Council and established that we do not need certification if not cooking in the kitchen. Hall hirers doing so would need their own certification – this to be noted in the T&amp;Cs. <b>Action: Add Hygiene certificate requirements to the Hire T&amp;C</b></p> <p><i>Action c/f: Confirm leadership/organiser for lunch from 2026. Carried Forward</i></p> <p><a href="#">Village Christmas Lunch – Red Lion</a> <i>Action c/f: Nick to talk to Sue about possible arrangements. Closed</i> Sue Massey still plan to tun a free dinner for the village in December, up to 40 people, funded through Coffee Morning funds. No date set. Village Hall will not be involved.</p> <p><a href="#">November Quiz</a> Action: Create and post Poster to advertise Quiz. Closed. This was provided in The Link. Responsibilities agreed: Cheese and biscuits – Sue</p>	<p>Nick/Claire</p> <p>All</p>

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	<p>Bar stock – Robin Raffle Prizes - Dan</p> <p><a href="#">Fun With Colour 2</a> Action c/f: Add to the Events calendar once a date is agreed. <b>Carried Forward</b></p> <p><a href="#">Remembrance Refreshments</a> There will soup, rolls and refreshments provided in the Village Hall after the Remembrance service on 9<sup>th</sup> November.</p> <p><a href="#">Christingle Refreshments</a> There will be refreshments provided after the Christingle Service. Arrangements to be agreed. Nick proposed that this be a community event primarily, without fun-raising objective, funded through donations. This was not formally agreed and will be discussed at the next meeting. <b>Action: Discuss basis of Christingle refreshments</b></p> <p><a href="#">Nature Recovery Open Gardens.</a> AGM Action c/f: Add to schedule of 2026 events with sufficient time to ensure it happens. .</p> <p><a href="#">Nature Recovery: Install Swift Boxes.</a> AGM Action c/f: Include guidance in Link January 2026</p> <p><b>2026 – Discuss at next meeting</b></p>	<p>Georgina</p> <p>Dan, Robin</p> <p>All</p> <p>Nick</p> <p>Nick</p>
12.	<p><b>Maintenance - Building</b></p> <p><a href="#">Window Renovation Quotes</a> Action c/f: Dan will talk to contractor who works with St Peter's to explore possible ways forward for work on the windows. Action closed. Details passed to Nick: Will Tyrrell 07825 910255. This needs to be taken forward but not necessarily by Nick.</p> <p><a href="#">Hall Cleaning</a> – Contractor invoicing, management, scope and timing Action c/f: Robin and Nick to meet with Diane to formalise the cleaning arrangements. This should include how cleaning will be scheduled around bookings. <b>Carried Forward</b></p>	<p>Robin and Nick</p>
13	<p><b>Building Services</b></p> <p><a href="#">Electrical Installation Certificate</a> Action c/f Robin will check whether there is a requirement for any annual checks. Closed. There is no requirement for formal annual checks for a Village Hall like Needham,</p> <p><a href="#">Utility Suppliers</a> Action carried forward: Nick to contact Andrew Major for details of the existing utility providers and then contact Utility Aid. <b>Carried Forward</b></p> <p><a href="#">Emergency Lighting</a> Action: Nick to engage S3Systems to replace lights as per their quote. Closed All work completed</p>	<p>Nick</p>

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14	<p><b>Grounds Maintenance -</b></p> <p><a href="#">Accessibility – car park surface and gravel</a> Action c/f: Robin has spoken to Amy Smith SN Council. Robin to confirm way forward. Closed. This project is the subject of a funding request (See Finance above) to allow car park patching and scoping of other works which may be required. <b>Action: Project definition to be reviewed at future meeting.</b></p> <p><a href="#">Accessibility – Wheelchair ramp for front door</a> Action c/f: Robin to talk to SN Council about requirements. Closed. A ramp has been donated by Andrew and Helen Major.</p> <p><a href="#">Nook Hedge Cutting</a> Action c/f: Arrange professional hedge cutting Autumn 2025. <b>Carried Forward</b></p> <p><a href="#">Tree Maintenance</a> Action: Dan to investigate and obtain quotes. Closed. Quote received from JD Tree Services (attached to these minutes). Their quote was to trim the Cherry tree and reduce the Poplar by 50%, removing all waste.</p> <p>Action: Gary to obtain additional quote for the work. Closed. Quote received from Henry Melton. £1550 to remove the Poplar completely, avoiding future maintenance, and trim the Cherry tree, removing all waste. They stated that the Poplar tree was not suitable for the location.</p> <p>The option of trimming or removing the Poplar was discussed and it was agreed unanimously that removal would be the most cost effective solution. Given that it would make a visible difference to the Village Hall grounds and Nook it was agreed that there should be some fore-warning of the work and the reasons for it in The Link. The work should therefore be scheduled after the start of December. <b>Action: Discuss possible dates with Henry Melton and book the work.</b></p>	<p>All</p> <p>Robin</p> <p>Dan Gary</p> <p>Gary</p>
15.	<p><b>Risk Management</b></p> <p><a href="#">Accessible Policy Library</a> Action c/f: Use the website to review the Policies and provide feedback to Nick. <b>Carried Forward.</b> Most policies and documents are available in a 'Version 1' format on the new website. They can be reviewed there, and Nick will process all comments and updates. As yet the Safeguarding and Financial Policy documents are not published. <b>Action: Finalise and publish Safeguarding and Finance Policies</b></p> <p><a href="#">Health &amp; Safety Matters including incidents</a> There have been no incidents. During the Duty Warden procedure review it was noticed that the 1<sup>st</sup> Aid kits were both missing part of their contents. These were being re-stocked and checking the contents was added to the Duty Warden checklist. We will also add signage to First Aid stations requesting that all use of the kits is documented in the Accident book. Separately Claire had received notification that the hall should have masks, gloves and aprons with at least one of the kits in case of an incident. These had been</p>	<p>All</p> <p>Nick/Robin</p>





## Quote

Contact Phone Number: 07739527275

Contact Email Address:  
Henry@elevationarboriculture.co.uk

Client Name:	Needham Village Hall Gary Cropley
Client Address:	52 High Rd, Needham, Harleston IP20 9LB
Client Contact Information:	croppers66@outlook.com

### Overview

**Remedial work on feature cherry and removal of a large lombardy poplar to reduce ongoing maintenance requirements and manage long-term risk.**

Quote Breakdown		Cost Breakdown
Light remedial works on flowering Cherry	Delicate remedial work on cherry to stop growth towards neighbouring property on the west and to manage end weight. Tidying up old cuts and cleaning out any non-structural deadwood.	<b>£300</b>
Lombardy poplar Removal	Sectional dismantle of lombardy poplar down to ground level. Due to the neighbouring property to the west and targets beneath the eastern canopy, most material will need to be rigged to prevent damage.	<b>£750</b>
Project Inclusions		Cost of Inclusions
Stump Removal:	Quotation available upon request.	<b>£0</b>
Waste Removal:	All arisings removed from site.	<b>£150</b>
Wood Removal:	All timber will be processed into manageable sections and removed from site.	<b>£150</b>
Equipment Cost:	8" brushwood chipper.	<b>£200</b>

### Total cost

Total sum to be paid:		<b>£1550</b>
Potential soonest dates of work:	16/12/2025, 17/12/2025 6/01/2026, 7/01/2026, 8/01/2026	

### Note:

For any questions or concerns please contact Elevation Arboriculture directly.  
Credentials and insurance documents can be supplied if requested.  
We look forward to working with you.

# QUOTE

Dan Cornish  
Ivy Farm,  
44 High Road  
Needham  
Harleston  
Norfolk  
IP20 9LB

**Date**  
09 Oct 2025

**Expiry**  
07 Jan 2026

**Quote Number**  
QU-1278

**Reference**

**Vat number 426 7436 82**  
**Company number 14365252**



Description	Quantity	Unit Price	VAT	Amount GBP
Mature Cherry reduced back to boundary where overhanging neighbours, remaining tree reduced by 20% and deadwood removed. Arisings removed from site	1.00	425.00	20%	425.00
			Subtotal	425.00
			Total VAT 20%	85.00
			<b>TOTAL GBP</b>	<b>510.00</b>

## Terms

Upon acceptance of this quote a 30% deposit will be required to confirm a booking.

### Deposit account details – Jd Tree Services & Countryside Management Ltd

**Account number – 63610792      Sort Code – 60 - 83 - 71**

Payment terms – The fees for services provided by JD Trees will be set out in the written agreement. The client agrees to pay for services rendered in accordance with the payment terms agreed upon in the written agreement. Any additional services or work outside the scope of the original agreement will be subject to additional fees. Final complete payment is due on satisfactory completion of the job no more than 14 days from the date of invoice unless agreed otherwise by both parties in writing upon work acceptance. Any query/complaint of work should be made within 14 days of completion. Full T&Cs are available upon request or our website. Acceptance of the quotation is acceptance of these terms.

Cancellation - In the event that the client wishes to cancel services, they must provide written notice to JD Trees via email to [info@jdtrees.co.uk](mailto:info@jdtrees.co.uk). If a cancellation is made by the client within 48 hours of the scheduled job JD Tree Services & Countryside Management Ltd, hold the right to charge a cancellation fee to that which is reasonable of costs incurred at that time.

Scope of Work - The scope of work and services to be provided by JD Tree Services will be outlined in a written agreement agreed by both parties prior to the commencement of work.

**48 Hall Farm Cottages, Thorpe Parva, Scole, Diss, IP21 4HJ**

**Email: [info@jdtrees.co.uk](mailto:info@jdtrees.co.uk)    Office: 01379 671285    MOB: 07736311782    Web: [www.Jdtrees.co.uk](http://www.Jdtrees.co.uk)**



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Description	Quantity	Unit Price	VAT	Amount GBP
Mature Lombardi Poplar reduced in height by 50%. Arisings removed from site.	1.00	955.00	20%	955.00
			Subtotal	955.00
			Total VAT 20%	191.00
			<b>TOTAL GBP</b>	<b>1,146.00</b>

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