

AGENDA

- 1) Welcome
- 2) Public Forum
- 3) Apologies
- 4) Minutes from previous meeting 6th January 2026
- 5) General Actions Arising not covered by the rest of the Agenda
 - i) Pictures in the hall – relocate and new donation
- 6) Legal Status – *Legal Structure, Governance, Trustees*
 - i) Update on Trustee meeting in January. Proposed way forward.
 - ii) Review and vote on proposal to separate governance from the Parish Council
- 7) Financial Update
 - i) Bank Account Update – new current and savings, controlled by NVH Treasurer Claire
 - ii) Recent Income and Expense (expenses, income and the 450)
 - iii) Preparation for new financial year and AGM
 - (1) Projected year income / expense report including Reserves and special Funds
 - (2) Development of Forecast and Budget for 2026-27
- 8) Administrative Check
 - i) Updated contacts and responsibilities list. See current list [HERE](#).
 - ii) Administrative Calendar Check. See calendar [HERE](#). (AGM!)
 - iii) Duty Warden Rota See ROTA [here](#)
- 9) Bookings Update
 - i) Booking Manager, System and Village Hall Online – status update
 - ii) New / Changed Bookings Update
 - iii) Approach to Pricing Review
- 10) Building Maintenance & Services
 - i) Hall Cleaning Update
 - ii) Window Renovations and other building works including the boiler replacement– discuss Neil’s work list
 - iii) Forward Maintenance and Development Plan
- 11) Grounds Maintenance
 - i) Update on Hedge Cutting & Tree Maintenance
- 12) Asset Renewal and Projects
 - i) Accessibility Project
 - ii) Chairs and Tables Replacement Programme
- 13) Risk Management
 - i) Health & Safety Matters including accidents & incidents
 - ii) Policy Library - Plan of attack
- 14) Marketing
 - i) Material for Needham Link – Paper and Online
- 15) Annual General Meeting – Format and Agenda
- 16) Events (see Events List below)
 - i) Recent Events Review
 - ii) Upcoming Events
- 17) AOB

18) Date of next meeting

Attachments sent separately:

6) Proposal for governance outside of the Parish Council

Attachments included on the following pages:

- 7) Finance
 - Transactions since last meeting
 - Finance Statement – where did we spend our money?
- 13) Policy Library – Proposed Review Plan
- 15) AGM – draft Agenda
- 16) 2026 Events List

Transaction Report for Management Committee Meeting

This sheet lists all expense transactions and summarise income by Line Code. Hall Hire income is summarised to one line due to the nur

Start Date

03/01/2026

Finish Date

04/03/2026

INCOME TRANSACTIONS

Date	Amount	Payee	Purpose	Account Line	Tag
£3,203					
	£1,873	Hall Hire - Various		Hall Hire	
15/01/2026	£100	Anne and Steve	Plum sales at 90 High Roac	Donations	
22/01/2026	£20	Income from event	January Net Cash	Donations	CoffeeChat
12/02/2026	£13	CROWDFUNDER LTD:CF-7389471 /PAYER	Accessibility Project Dona	Donations	
19/02/2026	£24	Income from event	February Net Cash	Donations	CoffeeChat
10/01/2026	£95	TWIGGER:Quiz	Fund Day Stock purchase	Events Inc	Fun Day
22/01/2026	£70	Income from event	January Net Cash	Events Inc	CoffeeChat
08/02/2026	£218	Income from Quiz - £100 entry, £117.5 bar recei	Quiz Feb	Events Inc	Quiz
16/02/2026	£13	CLAIRE CROPLEY:QUIZ CARD PYMTS	Bar Payment	Events Inc	Quiz
19/02/2026	£157	Income from event	February Net Cash	Events Inc	CoffeeChat
02/03/2026	£450	Nicholas Phillips:www.crowdfunder.co	NCC Accessibility Project	Grants	0
22/01/2026	£54	Income from event	January Net Cash	Raffles etc	CoffeeChat
08/02/2026	£53	Quiz Raffle	Quiz Feb	Raffles etc	Quiz
19/02/2026	£63	Income from event	February Net Cash	Raffles etc	CoffeeChat

EXPENSE TRANSACTIONS

Date	Amount	Payee	Purpose	Account Line	Tag
-£2,823					
28/01/2026	-£18	Direct Debit (URM UK LIMITED):100393 URM UK	Bottle Bank	BottleBankEmpty	BottleBank
02/03/2026	-£73	Direct Debit (URM UK LIMITED):100393 URM UK		0 BottleBankEmpty	0
06/02/2026	-£249	B/P to: Swanston Plumbing :NEEDHAM VILL HAL	Boiler Repair	Building Maint	
14/01/2026	-£26	B/P to: Diane Clarke:CLEANING MATERIALS		Cleaning	
26/01/2026	-£225	S/O to: DIANE CLARKE:NEEDHAM CORONATION	Cleaning Services	Cleaning	
26/02/2026	-£225	S/O to: DIANE CLARKE:NEEDHAM CORONATION	Cleaning Services	Cleaning	
13/01/2026	-£33	B/P to: C G Prest:VILLAGE HALL PRINT	Coffee and Chat Posters	Events	CoffeeChat
01/03/2026	-£60	Claire Cropley for Bar Stock	Quiz Feb	Events	Quiz
26/01/2026	-£1,250	B/P to: Elevation:NEEDHAM VILL HALL	Tree Cutting	Grounds Maint	
01/03/2026	-£30	Megan Bridges Party Booking - Refund	Deposit refund	Hall Hire	Private
31/01/2026	-£6	Service Charge:		Interest and Charg	
28/02/2026	-£6	Service Charge:		Interest and Charg	
26/01/2026	-£42	B/P to: Nick Phillips:NEEDHAM VILL HALL	Various	Other Expenditure	
26/02/2026	-£95	Transfer Christingle Raffle monies to Church		Raffles etc	Service
21/01/2026	-£485	Direct Debit (E.ON NEXT LTD):A-1FAF7C8D-001	Gas and Electricity	Utilities	

UPCOMING TRANSACTIONS

Date	Amount	Payee	Purpose	Account Line	Tag
-£845					
00/01/1900	-£144 :		Coir Mats x 2 entrance	Building Maint	
00/01/1900	-£99 :		Rubber mat entrance	Building Maint	
00/01/1900	-£60 :		Window Cleaning	Cleaning	
00/01/1900	-£500 :		Hedge Cutting -500	Grounds Maint	
00/01/1900	-£42 :		Light Tubes and Kitchen Gl	Other Expenditure	

Needham Village Hall Accounts by Fund 2025-2026 (Apr-F

	Unrestricted General	Unrestricted Designated	Unrestricted Designated	Restricted	
	Working Fund	RiskReserve	Maintenance	Accessibilty	TOTALS
Receipts					
Donations	0	0	392	13	405
Grants	0	0	0	0	0
Hall Hire	9,587	0	0	0	9,587
Events Inc	2,858	0	933	0	3,791
BottleBankCredit	0	0	0	0	0
Other Income	0	0	0	0	0
Raffles etc	53	0	412	0	465
Asset Sales	0	0	0	0	0
Total receipts	12,498	0	1,736	13	14,247
Payments					
BottleBankEmpty	-249	0	0	0	-249
Events	-1,009	0	-71	0	-1,080
Cleaning	-2,440	0	0	0	-2,440
Hygiene	-211	0	0	0	-211
Utilities	-2,031	0	0	0	-2,031
Licenses&Certificates	-1,272	0	0	0	-1,272
Insurance	-1,181	0	0	0	-1,181
Communication	-308	0	0	0	-308
Interest and Charges	-70	0	0	0	-70
Other Expenditure	-119	0	0	0	-119
Building Maint	-262	0	0	0	-262
Grounds Maint	0	0	-1,250	0	-1,250
Assets and Projects	0	0	0	0	0
Total payments	-9,152	0	-1,321	0	-10,473
Net of receipts/(payments)	3,346	0	415	13	3,774
Fund Movements					
Opening Balance at Year Start	3,375	10,000	1,423	0	14,798
FundTransfer	0	0	0	0	0
This Year Net	3,346	0	415	13	3,774
Closing Balance	6,721	10,000	1,838	13	
Total of All Funds	18,573				

Bank and Cash Reconciliation	Bank	Savings	Cash	Total
Opening Balance	14,798	0	0	14,798
Net for this year	2,754	0	1,020	3,774
Closing Balance	17,552	0	1,020	18,573

13) POLICY LIBRARY – REVIEW PLAN

The proposed schedule is:

March: Village Hall Management Committee Terms of Reference
April: Management Committee Handbook
Finance Income, Reserves and Management Policy
May: Health & Safety Policy
Lone Working & Personal Safety
Bouncy Castles Policy
Beacon Lighting Policy
June: Safeguarding Policy
Next: Hall Hiring Policy
Booking Terms and Conditions
Next: Complaints, Comments and Compliments
Equal Opportunities
Next: Privacy Policy
Next: General, Beacon and Refreshments Risk Assessments

15) AGM DRAFT AGENDA

As well as dealing with the legal aspects of the AGM the evening we should consider using it as a reminder to all of our purpose and to celebrate the Hall's success and its place in the life of the village. It could also be used to communicate the challenges and repeat requests for help.

Possible format for the evening could include: Drinks and nibbles, Invite all regular hirers, A talk for interest, The AGM.

Agenda

1. **Welcome**
2. **Public Forum**
3. **Apologies**
4. **Minutes from previous AGM 6th May 2024**
5. **General Actions Arising**
6. **Change in Legal Status Initiative**
7. **Report for last 12 months – Community, Bookings, Building and Grounds**
8. **2025-26 Financial Report**
9. **Appointment / re-Appointment of Committee Members / Trustees**
10. **Plans for 2026-27**

NEEDHAM MONTHLY / OCCASIONAL COMMUNITY EVENTS

	Charity Coffee Morning 1st Tuesday	Needham Village Hall Crafting 1st Wednesday	Community Lunch 1st Thursday	Coffee & Chat 3rd Thursday	Bookery & Open Hall 4th Thursday	Quiz	Other
	1000 - 1200 Red Lion	1900 - 2100 Village Hall	1200 - 1400 Village Hall	1000 - 1200 Village Hall	0900 - 1300 Village Hall	1900 - 2100 Village Hall	
February	Tue 3rd	-		Thu 19th	Thu 26th	Sat 7th	21st Red Lion Quiz Night
March	Tue 3rd	-	Thu 5th	Thu 19th	Thu 26th		Sat 7th 0900 Litter Pick & breakfast start/finish at the Red Lion
April	Tue 7th	Wed 1st		Thu 23rd	Thu 30th	Sat 18th	Sat 4th 1500 St Peter's East Egg Hunt Wed 15th Village Hall AGM
May	Tue 5th	Wed 6th		Thu 21st	Thu 28th		
June	Tue 2nd	Wed 3rd	Thu 4th	Thu 18th	Thu 25th		
July	Tue 7th	Wed 1st		Thu 16th	Thu 23rd	Sat 11th	Sun 12th Open Gardens
August	Tue 4th	Wed 5th		Thu 20th	Thu 27th		
September	Tue 1st	Wed 2nd	Thu 3rd	Thu 17th	Thu 24th		
October	Tue 6th	Wed 7th		Thu 22nd	Thu 29th		
November	Tue 3rd	Wed 4th	Thu 26th <i>Thanksgiving</i>	Thu 19th	Thu 5th		Sun 8th Remembrance Service
December	Tue 1st	Wed 2nd		Thu 17th			Tbc Christingle Service and Tea

Needham Village Hall Charity Governance

This document proposes that the governance of the Needham Village Hall charity is amended as stated, reinforcing the Charity Commission governance guidelines whilst removing the current direct involvement of the Parish Council. This change is proposed entirely within the constraints and requirements of the existing Trust Deed.

Current Situation

The Needham Village Hall Management Committee is a sub-committee of the Needham Parish Council. The Charity shares a bank account with the Parish Council with accounts for the two organisations separated in reporting.

Financial Expenditure Authorisations:

- 0-500 Parish Clerk and Management Committee Chair
- 500-1000 The Management Committee
- >1000 Parish Council

This structure has served well for the past few years, enabling the Charity to benefit by using administrative and governance resources already in place for the Parish Council. The approach also provided the benefit of the Parish Councillors to augment what was an under-staffed Charity Management Committee.

Proposed Governance from April 1st 2026

The role of the Board of Trustees will be strengthened for the setting of financial and management policy ensuring operation of the Charity within the current governing Trust Deed. The Management Committee will be accountable to them as outlined in the new Management Committee Terms of Reference. The Committee will operate within the set of policies and procedures currently being established as defined in the minutes of the Committee meeting 9th March 2026.

Financial expenditure authorisation , required at the placing of commitment,

- £0-£100
 - Within agreed annual budget – Budget Manager and Treasurer
 - Outside of agreed budget – Treasurer and Chairman
- £100-£500 - Chairman and Treasurer
- £500-£1000 - Management Committee
- Greater than£1000 - Board of Trustees

The 2025-2026 Annual Accounts for the charity will be produced and audited as part of the Parish Council process with the new governance and financial controls operating from 1st April 2026.

New arrangements will be made for scrutiny / audit of future years annual accounts.

Needham Village Hall

Management Committee Terms of Reference

The terms of reference are to be in accordance with the Needham Village Hall Policies and Procedures and also in accordance with the conveyance dated 2 June 1960 for the purchase of the Village Hall.

- 1) These Terms of Reference may not be altered without the approval of the trustees at a full, quorate, meeting of the Board of Trustees
- 2) The Management Committee (Committee) is accountable to the Trustees of the charity (who meet at least twice per year).
- 3) The Committee exists to carry out the aims of the charity as specified in its Constitution on behalf of the Trustees.
- 4) The Committee shall consist of no more than 12 members:
 - a) Five Members elected at the Annual General Meeting.
 - b) At least one Trustee
 - c) A representative of St Peter's Church
 - d) Co-opted members, added by Committee members
- 5) It is desirable that the Committee includes at least one Parish Councillor, but not essential.
- 6) The Committee shall elect a chairman, a secretary and a treasurer at the first meeting following the annual meeting. It may also elect a vice-chairman.
- 7) The Committee will agree an annual budget with the Board of Trustees. No expenditure will be permitted outside the agreed budget limits without formal approval by the Board of Trustees.
- 8) The Committee has delegated authority to spend funds in furtherance of the Charity's objectives up to a limit of £1,000 following procedure within the Finance Management Policy. Any larger sum shall require additional approval as stated within that policy.
- 9) Meetings will be called as required. Members of the public may participate at a meeting of a committee but only during the agenda item 'Public Forum'.
- 10) The Committee will keep minutes of any meeting that takes place and make these available to the public.
- 11) The quorum for a meeting of the Committee will be four members with at least the chairman or vice-chairman.
- 12) The agenda will be published three clear days before a meeting. Sundays and bank holidays do not count towards the number of days.
- 13) All activities of the Committee shall be conducted with due transparency and process. Committee members must declare any conflicts of interest which will then be managed in an appropriate manner and documented in the minutes.

Approved by the Trustees and Management Committee on: 9th March 2026