

Needham Coronation Village Hall
MINUTES
Management Committee Meeting Wednesday 8th April 2026 7pm
The Annexe Needham Village Hall

Present: Robin Twigge, Gary Cropley, Claire Cropley, Gill Powell, Dan Cornish, Dan Clampin, Neil Hopkinson, Nick Phillips.

	Agenda Item	Action
1.	Welcome. Robin welcomed everyone.	
2.	Public Forum. Nothing raised	
3.	Apologies - none	
4.	Minutes from 9th March – Approval These were agreed.	
5.	General Actions / Matters Arising not covered by the rest of the Agenda Needham Village Fete. Neil outlined the progress so far and stressed that the Fete was being planned to be self-funding at worst, and will probably have surplus funds. Event Pictures In Main Hall. <i>Action c/f: Relocate pictures from Main Hall to an area in The Annexe.</i> UPDATE – Carried forward and extended to include fixing Gill Alexander painting.	Nick
6.	Legal Status Village Hall Governance <i>Action: Present the proposal at the Parish Council Meeting 23rd March for approval,</i> UPDATE – Complete. Parish Council approved the proposal, with guidance from the Auditor to ensure full traceability of public funds. See Finance below.	
7.	Financial Update including Grants/Funding Treasurer Role Claire is unable to fulfil the Treasurer role as planned. Anna Clampin has volunteered. The Committee welcomed this proposal and Anna will be formally proposed at the AGM on 15 th May. Bank Accounts <i>Action: Claire as ‘Treasurer’, to set up ned bank account, signatories Nick and one more.</i> UPDATE – Action closed. Unity Trust Bank setup stalled. Action: Nick will work with Anna to get the new account set up as soon as possible. Grant from South Norfolk District Council. Opportunity for grant of £200 via Trevor Graham has passed with the financial year end but new funds will open in the new year. Recent and Upcoming Income and Expenses - No queries 12/03 -£44 Diane Clarke for Cleaning materials 26/03 -£225 S/O to: DIANE CLARKE Cleaning 10/03 -£500 B/P to: Carl Leader: Hedge Cut 10/03 -£42 CEF via N Phillips – Light bulbs 19/03 -£220 EON Gas and Electric 23/03 -£79 ANGLIAN WATER BUSI) Year End – Finance Statement 2025-26 The attached 2025-26 Finance Statement was discussed, noting the different Funds that were being maintained. In particular attention was drawn to the Maintenance fund which is the beneficiary of the income from the Coffee and Chat mornings.	Nick

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	Needham Link Printing Costs Action: Proposal for payment of Link production to be put to the Parish Council.. Complete. The Parish Council have agreed to fund the Link for 2026-27, with an interest in investigating advertising to reduce costs. Action: Draft considerations for advertising to be discussed. Carried forward. The advertising policy has been drafted and will be tabled for discussion at next meeting.	Nick
	Budget for 2026-27 Budget still work in progress. Action: Circulate budget for review at next meeting.	Nick (Anna)
8.	Administrative Check <u>Roles and Responsibilities</u> , <u>Administrative Calendar check</u> , <u>Duty Warden Rota, Log and Actions.</u> Nothing raised.	
9.	Bookings Bookings Manager, System and Website Candidates for Bookings Manager Action c/forward: Nick to draft Bookings Manager Job Description. Carried Forward Online Booking System Some increased use by hirers. Gentle encouragement to be applied. Tables and Chairs – Booking Form, T&C Action c/f: Update/create a booking form for table and chair hire. The documentation and website have been updated.	Nick
	New/Changed Bookings Update Booked since March meeting: - Yoga – Brenda has removed one session from Friday morning but added monthly Friday evening session. - Children's Party Mayday bank holiday.	
	Pricing Review Action c/forward: Review Hall Hire Rates – structure and amounts – for agreement at the AGM. Complete. Checking other hall charges found them to be similar or slightly cheaper. It was agreed to hold prices as they are now.	
10.	Building Services and Equipment Cleaning Contract Rate Action: Review hourly rate and proposed any changes at next meeting. The Cleaning contract is for an average of 4 hours per week, 208 hours per year, at a current hourly rate of £13. The hours are worked flexibly according to need – some weeks have lower hours, some higher, and Diane and Gordon work around the bookings schedule. It was agreed to raise the rate to £13.50 from May 2026.	
11.	Building Maintenance Action: Create a single list of maintenance projects for review and prioritising at the next meeting. Closed. The latest Asset Maintenance, Renewal and Development Project List <u>was</u> attached to the Agenda and to these minutes. Some are maintenance	

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	and could be funded from income. Others are renewal or development and should be considered for grant funding. Boiler Replacement, and Forward Maintenance Action: Obtain Boiler Replacement Quote. UPDATE – Carried forward. Action: Obtain quotes for the list of Building maintenance projects. Carried Forward Quote supplied for gutters and capping stone repairs but need more to be able to scope grant applications.	Neil Neil
12.	Grounds Maintenance Village Hall Tree Hedge Cutting Action: Gary to schedule work on Cherry tree for 11th April if possible. UPDATE – Complete. Cherry Tree work scheduled for 8th April based on availability.	
13.	Asset Renewal and Projects Accessibility – car park surface and gravel. Action: Accessibility project to be defined and reviewed. Carried forward. Action: Obtain quotes, or at least indicative prices, for car park resurfacing. Complete. The high level estimates obtained for a full resurface (remove current topping, lay 20cm MOT/hardcore base, install plastic grids and stones) of £25k to £45k (depending on specification) were discussed. The specification was discussed with particular reference to accessibility and the need to have a surface suitable for people with walking sticks, wheelchairs and other mobility challenges. This will need to be treated as a formal 'Renewal' project and Grants sought. In the meantime, we should investigate maintenance patching Chairs and Tables Replacement Action: Identify replacement chairs provider and cost, in batches of, say, twenty. Complete. Matching chairs will cost £1800 for twenty. Consideration given to alternative style and make of chairs but this would compromise incremental replacement and may impact storage. Added to project list. Prioritise Asset Maintenance, Renewal and Development Projects Action: Add to agenda for April Committee meeting. Complete Prioritisation of the draft list was discussed and a high level priority grouping proposed: Safety requirements should be the highest priority, followed by maintenance to avoid future costs (a stitch in time) and then projects developing new or enhanced functions. Robin suggested everyone review the project list and identify their own priorities to Nick who would consolidate them for agreement at the next meeting. Action: Identify highest priority items from the project list (and any missing projects) to Nick for a consolidated priority list.	All All
14.	Risk Management Health & Safety Matters including incidents – Review incidents, Fire Alarm and lighting tests and assign any necessary actions First Aid PPE Action c/f: Install secondary first aid box in the corridor for masks, aprons and gloves.	Nick

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	Fire Alarm Tests. Action c/f: Investigate failed exterior emergency light at the rear of the building. Accessible Policy Library - Reviews Action c/f from discussion about Community Lunch: Add Hygiene certificate requirements to the Hire T&C - completed. We intended to review documents in the meeting. The Management Committee Handbook was not complete so had not been circulated. The Finance Management and Reserves Policies had been circulated. It was felt that there was insufficient time to review them in the meeting so the review will be rescheduled. Action: Propose alternative schedule (and method?) for document review. Asbestos AGM Action c/f: Check status of Emergency Plan for inclusion of Asbestos section. Closed. Asbestos entry included in the Financial Risk Assessment as part of the Financial Reserves Policy.	Robin Nick
15	Marketing and Articles for The Link Hall Historical Photographs Action c/f: Nick to talk to Claire about making these available via the refreshed Needham Village website. This is in progress. Carried forward.	Nick
16	AGM 15th April 19.15 Invites had been sent to all Regular Hall Hirers and advert included in LINK. A Poster will be placed outside hall after Easter. The order of events will be the formal AGM meeting followed by drinks and socialising and then a talk from Waveney Valley Community Archaeology Group. was now: Report for Last 12 Months The report will be provided at the AGM and include the Finance statement above. Suggestions for other inclusions were requested. Appointment of Committee Members Robin asked if all Committee members / officers are willing to stand again. Gary Cropley said that he would not be standing after the AGM although he would still support with grass cutting and at events. Robin thanked Gary for all of his efforts in the past. Action: Appoint new Vice Chairman	Robin
17.	EVENTS –	
	<u>Recent Events</u> Coffee and Chat. Action: Discuss possible ‘Wellbeing’ funding for the Coffee and Chat events. March event raised £165.50 and included Gill Alexander’s picture unveiling and Robin’s birthday presentation. The lady from the library who had offered potential funding will attend in April and Gill/Nick should talk to her. Open Hall and Bookery. There has been low interest but we will persevere.	Gill / Nick

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	Needham Crafting Group. The new group started with five people including one from Fressingfield. Easter Egg Hunt. Lead Dan Cornish. Well attended and some stayed for tea and cake in the Village Hall.	
	<u>Upcoming Events</u> Coffee and Chat. Lead: Gill Powell Gill has these meetings under control. Community Lunch. Lead Sue and Dan Cornish. Next one planned for 4th June Action c/f: Confirm additional leadership/organiser for Lunch. Carried forward. Fun With Colour 2 Action c/f: Add to the Events calendar once a date is agreed. Carried forward. Maybe Summer holidays. Quiz (18th April & 11th July). The format will change for attendees to bring their own food and drink. It was agreed better publicity than in February was required. Nick to create poster which Claire and Gill circulate in Harleston and on Facebook. Nature Recovery Open Gardens Sunday 12th July. Lead: Robin. Advertised in LINK. Poster to be created and circulated. Promotion will include a poster and facebook. Scarecrow Competition The meeting considered whether we should do one, and if so, when. One option was to have the prize-giving as part of the Fete?. It was noted that last year some people had said that having to conform to a theme had put them off. Action: Agree scarecrow competition arrangements and resourcing. Debibrillator 'Heart to Heart; Fund Raiser Action: Scope and plan a fundraiser event in the Village Hall. Carried forward	All Georgina ??? Claire
18.	AOB The February Quiz bar stock has still not been reconciled. Action: Robin to provide data to Claire to complete the reconciliation. Sunflower Competition – this was suggested, with prizes for tallest etc. It was felt by the meeting that it was too late for 2026 but that it should be added to the draft schedule in 2027. Action: Include Sunflower Competition in 2027 events list, for Feb/Mar Link. Brockdish Village Hall Bar Evening was discussed with a query about doing similar in Needham. It was felt that we would struggle with volunteers for organisation and also to get people to come along. No action.	Robin / Claire Nick
19.	Date of Next Meeting – 27 May 7.30	

GROUP: Building (structure), Grounds, and Facilities.

PRIORITY: Committee assigned. Carrying out the projects will depend upon the availability of funds, but the priority indicates the focus for seeking funds. Priority to be measured against contribution to Charitable Trust Objects and against potential risks. 1.H&S, 2.Prevent£, 3.Improve.

£Source: sources are: NVHFUNDS - Village Hall Working and Maintenance Funds; Grant; Donation; Mix

Group	Project Summary Large projects should have their own definitions and plans.	Project Lead	Priority	Quotes (Y/N)	Indicative Funding £	Spend Type	£ Source
Building	Flat Roof - Repairs to edges at gutters, join with original building	Neil	2.Prevent£			Maintain	NVHFUNDS
Building	Pitched Roof – Missing / loose slates	Neil	2.Prevent£			Maintain	NVHFUNDS
Building	Gutters & Downpipes and coping to pier by Annexe entrance and repair read fire door drip bar – repairs, mountings, clearing	Neil	2.Prevent£		£570	Maintain	NVHFUNDS
Building	Gable Coping Stone Repairs, pointing and replacement	Neil	2.Prevent£			Maintain	Mix?
Building	Window – new putty, repair and repoint	Neil	2.Prevent£	old	£4,500	Maintain	NVHFUNDS
Building	Large leaded window – leading repairs	Neil	3.Improve		?	Renew	Grant
Building	External Painting Some woodwork repair and then repainting of window and door sills and window frames. Urgent for 2026 to avoid further damage	Neil	2.Prevent£			Maintain	Maint Fund
Building	Boiler Replacement – the boiler is old and has already failed. Install replacement to mitigate against future breakdowns and also improve efficiency.	Neil	2.Prevent£		£6,000	Renew	Grant
Building	Internal Redecoration – Main Hall, Annex		2.Prevent£			Maintain	?
Building	Internal Redecoration –Toilets, Chair & Table Store, Upstairs. Could be DIY labour for at least some?		3.Improve			Maintain	?
Building	Main Hall Floor Repair and Reseal – water damage under large window, open seam, worn varnish.		2.Prevent£				
Grounds	Car Park Surface Patching – The surface has potholes, drainage and mud issues.The potholes and path edges are a trip hazard. Immediate patching required.		1.H&S		£1,000 - £2,000	Maintain	Mix

Group	Project Summary Large projects should have their own definitions and plans.	Project Lead	Priority	Quotes (Y/N)	Indicative Funding £	Spend Type	£ Source
Facilities	Car Park Surface Replacement of the surface and foundations. Major Project		2.Preventf		£30,000- £45,000	Renew	Grant Donations
Facilities	Chairs – chair replacement. Current chairs indicative replacement cost £90 each, higher quality but different shape £120. Replacement in three batches of 20 focussing on most worn is one approach. Suggest match existing.	Nick Phillips	3.Improve	Y	£1,800	Renew	Grant Donations
Facilities	Tables – table replacement. At least 3 small tables have legs broken or not working correctly. Large £210 each, small £150 each. 3 immediately, then provision for more in future years.	Nick	3.Improve	Y	£450	Renew	Grant Donations
Facilities	Defibrillator. Installation of a Defibrillator outside the Village Hall. Consideration to be given to annual maintenance costs in addition to acquisition,	Claire?	3.Improve		£1,500 plus annual costs	Develop	Grant?