

Needham Coronation Village Hall
AGENDA
Management Committee Meeting Wednesday 27th May 2026 7pm
The Annexe Needham Village Hall

The AGENDA is structured around the Minutes for last meeting, to maintain the structure of the conversations from meeting to meeting. Actions from last meeting are repeated and the current status is preceded with the word UPDATE. New Agenda items, not part of last meeting, are prefixed NEW.

To help prioritise Committee time on the most important matters Agenda Items are grade below:

- **For Decision** – discussion and Committee vote required in this meeting
- **For Discussion** - Time to be spent within the meeting discussing the item.
- **For Awareness**– information Committee members should be aware of, no discussion required unless a member wishes to raise something material to dealing with the item.

Agenda Items

1. Welcome
2. Public Forum.
3. Apologies
4. Minutes from 8th April **For Decision**
5. General Actions not covered by the rest of the Agenda
Pictures, Events for 2027
6. Legal Status
Nothing
7. Financial Update including Grants/Funding
Treasurer
Bank
Transactions – **For Discussion**
Aldridge Roofing and Process
Finance Report - **For Discussion**
Needham Link Advertising Charges – **For Discussion**
FUNDING - **For Discussion**
8. Administrative Check
VICE CHAIR – **For Decision**
Duty Warden Rota – **For Discussion**. Brenda....
9. Bookings
Role
Bookings changes
10. Building Services and Equipment
11. Building Maintenance
Diane letter / contract
PROJECTS? - **For Discussion**
12. Grounds Maintenance
Tree

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- 13. Asset Renewal and Projects
- 14. Risk Management
 - Accident Book
 - Fire Procedures
 - Policies - For Discussion
 - Mgt Handbook, IT systems
- 15. Marketing and Articles for The Link
 - What next?
- 16. AGM
 - Review- For Discussion
- 17. EVENTS
 - Held
 - Coming Up For Discussion
- 18. AOB
- 19. Date of Next Meeting

Attachments

Item 7 –Financial Statement.

Item 13 – Asset Maintenance and Renewal Project List including Priorities

Links are included:

Item 8 for NVH Committee and Contacts List, Duty Warden Rota, Administrative Calendar