

The Annexe Needham Village Hall

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

	Agenda Item	Action
	published previously by Neil and this payment was agreed as reasonable and necessary. It was agreed by everyone that this must not happen again – quotes must be presented and commitment to spend approved in line with the Finance Policy: • Ideally all commitment to spend will be reviewed and approved before orders are placed, by the whole Committee. In some cases approval may be outside a Committee Meeting by email, in line with limits below, but in this case the agreement must be formally minuted and evidenced at the next Committee Meeting. • Up to £500 – approval by Treasurer and Chairman at least • £500.01 to £1000 – a quorate Committee meeting is required • £1000.01 and more – a quorate Committee meeting is required and separately a quorate Trustees meeting. Finance Position Against Budget Action: Circulate budget for review at next meeting. Carried forward. The published finance reports were presented. It was agreed to produce a better Budget report for the next meeting showing status by account line items.	Nick/Anna
	Needham Link Printing Costs <i>Action: Draft considerations for advertising to be discussed. Carried forward.</i> The advertising policy has been drafted and will be tabled for discussion at next meeting.	Nick
	Funding – Grant Application Programme We agreed the need to define the projects as quickly as possible and use these definitions to apply for grants. It was agreed that Neil and a small group should focus on project definition and getting quotes. See action below under 'Maintenance' and 'Projects'. David with Robin and Nick would look at applying for grants. Claire reminded the group that South Norfolk Help Hub was attending the next Coffee Morning with possible assistance for this. We discussed considering assistance from Geoff Dogett if required. Action: David to meet with at least Robin and Nick regarding grant applications. Need to talk to Townlands Trust about their offer of £500 towards Accessibility project (and previously boiler). Action: Write to Townlands Trust (Andrew Major) with proposal – need, benefit etc – for the boiler replacement and/or Accessibility Project	David David
8.	Administrative Check Appointment of Committee Members Action: Appoint new Vice Chairman. COMPLETE – Dan Cornish elected as Vice-Chair. Administrative Calendar check , Nothing of note at present. Duty Warden Rota, Log and Actions. Nick explained that Brenda Louw had offered to administer the Duty Manager call routing and to carry out Duty Manager role extensively in the Summer. We agreed the following changes to the Rota:	

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	From Sun-To Sat 3 May- 16 May 17 May-30 May 31 May-13 Jun 14 Jun-27 Jun 28 Jun-11 Jul	Who Robin David Brenda Carl Brenda	From Sun-To Sat 12 Jul-8 Aug 9 Aug-22 Aug 23 Aug-5 Sep 6 Sep-19 Sep	Who Brenda Claire & Gary David Carl	
9.	Bookings Bookings Manager, System and Website Candidates for Bookings Manager Action c/forward: Nick to draft Bookings Manager Job Description. Carried Forward Brenda working to learn booking process (but not invoicing)				Nick
	New/Changed Bookings Update The bookings since the March meeting were noted as : - Yoga – Brenda has removed one session from Friday morning but added monthly Friday evening session. - Children’s Party Mayday bank holiday.				
10.	Building Services and Equipment Cleaning Contract Rate The revised rate (£13.50/hour, 17.34 hours per month on average) agreed at the last meeting has been communicated to Diane. This was discussed again briefly.				
11.	Building Maintenance <i>Action: Create a single list of maintenance projects for review and prioritising at the next meeting.</i> Closed. The latest Asset Maintenance, Renewal and Development Project List <u>was</u> attached to the Agenda and to these minutes. Some are maintenance and could be funded from income. Others are renewal or development and should be considered for grant funding. Boiler Replacement, and Forward Maintenance <i>Action: Obtain Boiler Replacement Quote.</i> UPDATE – Carried forward . A figure had been provided verbally from Jamie but this will be needed in writing and a second quote obtained if going for a grant. <i>Action: Obtain quotes for the list of Building maintenance projects.</i> Carried Forward Gutters and Coving – Received. Roofing – received and done. Others tbc.				Neil Neil
12.	Grounds Maintenance Village Hall Tree Hedge Cutting Work on the Cherry tree had been completed in April. And it was agreed that the tree looks very good, as well as having removed the risk from overhanging branches. Grounds Maintenance Lead Gary Cropley has agreed that he will continue to cut the grass and lead the grounds maintenance. Ditch Maintenance A survey of ditches affecting the Village Hall had been carried out: The Church ditch appears to be working well				

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	- The Village Hall ditches also appear to be working correctly. At some point maintenance will be required and will involve the fences in The Nook being removed for access. - This should be review and discussed with the Parish Council as required	
13.	Asset Renewal and Projects Consider small sub-group who can meet between Committee Meetings to define projects It was agreed that a small group should be formed with Neil and Robin as a minimum to define the projects and provide quotes to the funding team. Action: Nick to organise a meeting for the 'Projects' sub-team. Accessibility – car park surface and gravel. Action: Accessibility project to be defined and reviewed. Carried forward. Action: Obtain quotes for car park resurfacing. Carried forward. It was agreed that this is the highest priority project and work should be undertake n to have a scope and competitive quotes in time for the next meeting to enable funding to be sought. Prioritise Asset Maintenance, Renewal and Development Projects Action: Identify highest priority items from the project list (and any missing projects). ACTION COMPLETE. The draft list had been circulated and broad priorities agreed. This indicate the order in which effort should be applied to defining work scope and getting quotes.	Nick Nick Nick
14.	Risk Management Health & Safety Matters including incidents – Review incidents, Fire Alarm and lighting tests and assign any necessary actions No incidents had been reported since the last meeting. First Aid PPE Action c/f: Install secondary first aid box in the corridor for masks, aprons and gloves. Fire Alarm Tests. Fire Safety and Lighting Tests are now formally part of Duty Warden checks (visual) and a monthly test. Action c/f: Investigate failed exterior emergency light at the rear of the building. Brenda will do full alarm tests monthly. The Fire Safety Log Book will be stored in the unlocked upstairs store room. It was agreed that Nick would contact the Fire Service to request a review of current Fire Safety provisions. Action: Arrange Fire Safety Review by Fire Service. Accessible Policy Library - Reviews The review and sign off of the Policies and Procedures was discussed as it was proving difficult under the current arrangements. Nick proposed to produce a simplified 'Management Handbook' for all Committee	Nick Nick

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	Members summarising policies and procedures. The detailed documents supporting this would then be reviewed and signed off by a smaller group of Trustees. Action: Nick to draft Management Handbook for review. Action: Nick to arrange for Trustee review of detail policy and procedure documents. Safeguarding Claire raised the need to have multiple qualified Safeguarding contacts to whom issues could be raised. Within the Committee qualified people include Robin, Dan and Claire. Action: Claire to produce notices that can be placed in the hall with the Safeguarding contacts.	Nick Nick Claire
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 It was agreed that this had gone well and provided a format for next year. It was also reflected that we missed an opportunity to invite attendees to join the Committee! There were no actions arising.	
17.	EVENTS – <u>Recent Events</u> Coffee and Chat. Action: Discuss possible ‘Wellbeing’ funding for the Coffee and Chat events. Carried forward to the June Coffee and Chat meeting when S.Norfolk Help Hub will attend. Robin thanked Gill for all her hard work making these such a success. Open Hall and Bookery. Jacqui Cuthbert is now helping lead this, with fresh ideas and enthusiasm! Needham Crafting Group. The new group started with five people including one from Fressingfield. The evening time did not seem as popular as other groups meeting in the day but the group will push forward. <u>Upcoming Events</u> Coffee and Chat. Lead: Gill Powell There is a need for additional Raffle prizes. Community Lunch. Lead Sue and Dan Cornish. Next one planned for 4th June, all in hand. Action c/f: Confirm additional leadership/organiser for Lunch, particularly 3/9. Carried forward. Sue will be unavailable on the day but will prepare the food. A team will be required to cook and serve it in the Hall. Currently volunteers include Jenny, Gill, Louise, Theresa and Nick. Quiz (11th July). Same format. Poster produced will be circulated Nature Recovery Open Gardens Sunday 12th July. Lead: Robin. Update: 3 gardens so far. Need to firm up on cake and scone bakers.	Claire All

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	<u>Possible Additional Events</u> <u>Scarecrow Competition</u> Action: Agree scarecrow competition arrangements and resourcing. ACTION CLOSED. It was felt that there is insufficient resource to mange this event. <u>1970s Music Evening</u> Email offering free running of a 1950-60 or 1970s music evening. It was agreed that we should investigate for the evening of 23rd October, possibly organising a Food Truck. Action: Nick to contact the gentleman who had offered to run the evening. <u>Defibrillator 'Heart to Heart; Fund Raiser</u> Action: Scope and plan a fundraiser event in the Village Hall. Carried forward <u>Better Event Publicity – One Poster for All Events</u> Jacqui Cuthbert has suggested a single posted with a summary of ALL events, for display outside of the Hall and possible use on Facebook etc. Action: Look at producing single poster <u>Table Top Sale (and yard Sale?)</u> It was agreed to keep this on a possible list but it will not be actively pursued at the moment. <u>Other Events</u> Ideas for other events were discussed and it was agreed to pursue the following: Auction of Promises. Consider for Septempber 25th, with a bar, 7pm Action: Agree lead and produce plan / publicity	Nick Claire Nick ????						
18.	AOB Nothing raised.							
19.	Date of Next Meeting <table><tr><td>Projects Sub-group</td><td>aim for w/b 1/6</td></tr><tr><td>Funding Sub</td><td>Mid June</td></tr><tr><td>Full Committee</td><td>Wednesday July 8th 7pm</td></tr></table>	Projects Sub-group	aim for w/b 1/6	Funding Sub	Mid June	Full Committee	Wednesday July 8 th 7pm	
Projects Sub-group	aim for w/b 1/6							
Funding Sub	Mid June							
Full Committee	Wednesday July 8 th 7pm							

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Financial Year 2025-26 Financial Statement

Organisation	Needham Village Hall		
Enter Start Year	2026		
Current Month	May	01/05/2026	31/05/2026
Start Month	April	01/04/2026	

In-Year Income vs Expenditure

	Budget YTD	Actual YTD	Variance YTD	Traffic Light	Budget Year	Forecast Year	Variance	Traffic Light
Income	£2,775	£3,062	£287	10%	£23,305	£23,592	£287	1%
Expenditure	-£1,870	-£1,498	£372	-20%	-£30,760	-£30,388	£372	-1%
Net Position	£905	£1,564	£659	73%	-£7,455	-£6,796	£659	-9%

Bank and Cash Balances (from finance ledgers)

	Opening	Income + Expense to Date	Balance Now
Cash	£609.53	£141.00	£750.53
Bank - Shared Current	£18,286.48	-£18,286.48	£0.00
Bank - New		£19,755.33	£19,755.33
Bank - Savings	£0.00	£0.00	£0.00
Total	£18,896.01	£1,609.85	£20,505.86
Parish Council Share	£932.90	£7,010.07	£7,942.97
Shared Account Total	£19,219.38	-£11,276.41	£7,942.97

FUNDS AND RESERVES Status (Insert new in the table below, above zNotReserves)

Fund	Fund Ref	SORP 2019 Classification	Opening	Increment To Date	Balance Now	Forecast Additional Increment	Forecast Closing	Fund Name
Working Fund	20	Unrestricted General	£6,828	£1,117	£7,945	-£2,241	£5,704	Working Fund
Maintenance	24	Unrestricted Designated	£2,003	£335	£2,338	-£5,275	-£2,937	Maintenance
RiskReserve	99	Unrestricted Designated	£10,000	£0	£10,000	£0	£10,000	RiskReserve
Accessibilty	40	Restricted	£222	£0	£222	-£1,500	-£1,278	Accession for
Spare1	55			£0	£0	£0	£0	Spare1
Spare2								Spare2
GrantTBC	55			£0	£0	£0	£0	GrantTBC
TOTALS			£19,054		£20,506		£11,490	

Bank Accounts and Cash Reconciliation (to end of May)

	Actual Balances Now		Balance From Ledger (above)		Reconcile Error
Cash	£750.53		£750.53		£0.00
Bank - Savings	£0.00		£0.00		£0.00
Bank - Current VH	£7,942.97	£0.00	£0.00	£7,942.97	£0.00
Bank - Current PC		£7,942.97	£7,942.97		£0.00
Bank - Unknown					£0.00
Bank - NEW VH	£19,989.42		£19,755.33		£234.09

18294.36
-£18,294.36

CASH	Held
£20 Notes	£0.00
£10 Notes	£150.00
£5 Notes	£135.00
£2 Coin	£88.00
£1 Coin	£183.00
50p Coin	£48.00
20p Coin	£5.00
Other	£0.53
Heading for Bank	£141.00
TOTAL CASH	£750.53

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. Also against potential H&S risk / liability / 'stitch in time'.

£Source: sources are: W&MF - 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 & Pitched Roof Repairs - Repairs to edges at gutters, join with original building, missing slates gable coping stones. DONE	Neil	V.HIGH	Y	£780	Maintain	W&MF
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.		V.HIGH		£1,000 - £2,000	Maintain	Mix
	Car Park Surface Replacement of the surface and foundations.		HIGH		£30,000-£45,000	Renew	Mix
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	V.HIGH			Maintain	Maint Fund
Building	Gutters & Downpipes and coping to pier by Annexe entrance and repair read fire door drip bar – repairs, mountings, clearing	Neil	V.HIGH		£570	Maintain	W&MF
Building	Window – new putty, repair and repoint	Neil	HIGH	old	£4,500	Maintain	W&MF
Building	Large leaded window – leading repairs	Neil	LOW		?	Renew	Grant
Building	Boiler Replacement – the boiler is old and has already failed. Install replacement to mitigate against future breakdowns and also improve efficiency.	Neil	HIGH		£4000	Renew	Grant
Building	Internal Redecoration – Main Hall, Annex, Toilets, Chair & Table Store, Upstairs. Could be DIY labour for at least some?		Varies by room			Maintain	?
Building	Main Hall Floor Repair and Reseal – water damage under large window, open seam, worn varnish.		HIGH				
Facilities	Chairs – chair replacement. Current chairs indicative replacement cost £90 each, higher quality but different shape £120. Replacement in three	Nick Phillips	HIGH	Y	£1,800	Renew	Grant

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	batches of 20 focussing on most worn is one approach. Suggest match existing.						
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	MEDIUM	Y	£450	Renew	Grant Donation
Facilities	Defibrillator. Installation of a Defibrillator outside the Village Hall. Consideration to be given to annual maintenance costs in addition to acquisition,	Claire?	LOW		£1,500 plus annual costs	Develop	Grant Donation

£500 offered by Townlands Trust for car park

Community Action Fund Open – Up to £40k

Community Facility Grant – Up to £15k (match funding required)