

Needham Coronation Village Hall
AGENDA
Management Committee Meeting Wednesday 8th July 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 graded 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. Financial Update including Grants/Funding
 - Bank Account
 - Income/Expense Transactions – **For Discussion**
 - Finance Report - **For Discussion (TO BE CIRCULATED FOR MEETING)**
 - FUNDING - **For Discussion**
6. Administrative Check
 - Actions Required – **For Decision**
 - Duty Warden Rota – **For Awareness**
7. Bookings – Update
8. Building Maintenance - Routine
9. Asset Renewal and Projects
 - PROJECTS? - **For Discussion**
10. Risk Management
 - Accident Book
 - Policies - **For Discussion**
11. Marketing and Articles for The Link
12. EVENTS - **For Discussion**
 - Regular, Coming Up, Village Fete – **(STATEMENT TO BE CIRCULATED FOR MEETING)**
13. AOB
14. Date of Next Meeting

Needham Coronation Village Hall
AGENDA
Management Committee Meeting Wednesday 8th July 2026 7pm
The Annexe Needham Village Hall

APPENDIX - Ongoing Subject/Actions Actions Not Covered in the Agenda – For Awareness
outside of the meeting

Governance

Needham Link Advertising Charges

Bookings – Bookings Manager Role Definition

Building Services and Equipment

Grounds Maintenance

Reports to be circulated not included in this Agenda document:

Item 5 –Financial Statement

Item 12 – Village Fete Statement – Village Hall Dependencies