

Tuddenham Village Hall Committee Meeting
18 March 2025 at 7pm

Present: Gill Ford, Anne Ball, Graham Dudley (Deputy Chairperson), Sally Murray (Secretary), Rob Gray, John Norman (Treasurer), Val Ewing, Sara Freeman, Angela Davidson.

Item	Discussion	Outcome/action
1.	<u>Apologies</u> Lauren Colchester	
2.	<u>The minutes of the last meeting</u> All trustees accepted the minutes of the meeting held on 18 February 2025.	
3.	<u>Matters arising</u> <ul style="list-style-type: none"> • Wingnut Websites have begun work on creating the new Village Hall website. LC emailed the Trustees to let them know the new site is developing well. LC will send screen shots of how the site is progressing. • A new larger 360lt refuse bin has been ordered and now waiting delivery. • Andrew Garnett has been contacted to fit the front door lock. • LC/JN is investigating the remote electronic locking system for the Hall front doors. • The EV chargers are now working. • No further correspondence from WS Council regarding the solar panels' installation as yet. • GD has decreased using the underfloor heating which has helped to reduce the cost of the heating. JN will also monitor the electricity usage. • Premises licence – individual organisers need to buy their own licence and send evidence of their insurance, such as a letter or certificate from their insurers, on confirmation of their booking. • Insurance for bouncy castles –The Village Hall does not provide insurance for the use of bouncy castles; therefore, event organisers need to provide their own cover and submit evidence of their insurance when confirming their booking. This clause is to be added to the terms and conditions. • Cleaning mops heads – needs to be regularly inspected when closing the Hall. • Helium balloons have again been left in the roof space of hall. It was suggested to buy some helium gas to inflate another balloon which could be used to attach itself with double sided tape to remove the balloons. 	LC to do LC/JN to do LC to do LC to do GD to do

	<p><u>Youth Club update</u></p> <ul style="list-style-type: none"> ○ Adam Tillbrook, who has offered to run the Youth Group, has written to the VH Committee asking for various questions. It was decided that SM would write to Adam giving him VH committee's support and clarifying the VH committee's position. It is hoped that Adam will reopen the Youth Group in September ○ In the past Community Action Suffolk have carried out DBS checks on behalf of the Youth Group which have been paid for by the Village Hall. ○ Insurance for the group needs to be investigated. 	SM to do GD to do
4.	<p><u>Event monitoring update</u></p> <ul style="list-style-type: none"> ● Please see separate sheet for details sent by RG 	RG to do
5.	<p><u>Treasurer Update</u></p> <p>JN reported as follows:</p> <p>Overview - Hall lettings over the past month have been steady and for the 11-month period we show an operating surplus of £4250, although this includes interest and non-recurring income items amounting to £3600. The surplus on regular trading activities is £650 which is an acceptable level.</p> <p>I anticipate the results for the full year to be similar, with a slight increase in the trading surplus.</p> <p>Finances - We have adequate funds in the current account to cover current operations.</p> <p>Reserves - We have a fixed deposit with Lloyds Bank which is due to mature on July 9th.</p> <p>Outlook - Bookings for March are slightly above expectation.</p>	
6.	<p><u>Hall Management</u></p> <ul style="list-style-type: none"> ● Michael our cleaner has reduced the amount of cleaning fluid used on the wooden floors which has helped to reduce the stickiness of the floor. AB and Michael will continue to monitor the floors. 	AB to do
7.	<p><u>Future Events</u></p> <ul style="list-style-type: none"> ● The last Internet Workshop was a success therefore, another similar event will be held in the next few months. Date TBC. ● Tuddenham Talks – the River Lark talk held on 25 February at 7pm was very successful with 25 guests attending. Another event will be planned for later in the year. Ideas for other talks will be discussed at the next meeting. It was decided that the Village Hall would not take a percentage of the funds donated. As speakers give their time free of charge, it was felt that all the donations would be given to the speaker's charity of choice. ● The next Quiz Night will be held on 14 June. SM to book the fish and chip van. RG to publicise. It was agreed to increase the price to £15 per head. 	RG to do. SM/RG to do

	<ul style="list-style-type: none"> • Other ideas for events were as follows: <ul style="list-style-type: none"> ◦ Folk band evening which LC will investigate and report back to the next meeting. To be postponed to next meeting ◦ Silent disco was suggested by Val Ewing who will report back to the next meeting. ◦ It was suggested the Playing Fields committee combine their event with the Village Hall committee on either 18 or 25 July which would include a children's sporting activities, a camp out and BBQ with a bar. RG will attend the next meeting to ascertain how the Village Hall can contribute to the event. 	<p>LC to do</p> <p>VE to do</p> <p>RG to do</p>
	<p><u>Opening and Closing of Hall</u></p> <ul style="list-style-type: none"> • RG summarised the opening and closing of the Hall and asked for volunteers to cover any outstanding gaps. 	RG to do
10.	<p><u>Any other Business</u></p> <ul style="list-style-type: none"> • Litter pickers required on 5 April. Meeting at the Village Hall at 10.30am which includes cleaning the signs in the village. 	

Meeting closed 8.39pm

Next Meeting – 15 April 2025 at 7pm.