

**Tuddenham Village Hall Committee Meeting**  
**20 May 2025 at 7pm**

Present: Gill Ford, Anne Ball, Graham Dudley (Deputy Chairperson), Sally Murray (Secretary), Angela Davidson, Rob Gray, John Norman (Treasurer), Carron Bignell, Lauren Colchester.

Item	Discussion	Outcome/action
1.	<u>Apologies</u> Val Ewing	
2.	<u>The minutes of the last meeting</u>  All trustees accepted the minutes of the meeting held on 15 April 2025.	
3.	<p>Di Farrell Thomas attended the meeting to tell the Trustees about her forthcoming talk for Tuddenham Talks. Di has run the distance of 6 marathons across the Sahara Desert which she will talk about, and her presentation will include a video and photos of her journey. She also has her backpack and various memorabilia to show at the event. Di agreed to send publicity material to RG to be placed in the Umbrella magazine and on social media. The talk will take place on 8 July.</p> <p>Di also talked with the Trustees about her photography competition planned for next year which she would like some help with. Disappointingly, Di had not received much of a response so far and Di wanted feedback from the committee about how to encourage participants to take part in the competition. RG will investigate a partner for Di to help advertise and encourage more participants. Di will remind the guests about the event at the next quiz night. The Cockerton Trust have been approached to help with funding and the PC was also suggested to provide financial support.</p> <p>It is planned to hold an award ceremony at the end of the event which the Youth Club may like to be involved with. Di is looking for donations from local businesses for prizes. Tuesday 31 March will be the deadline for photography submissions with the prizegiving event held in May.</p>	RG to do
4.	<u>Matters arising</u> <ul style="list-style-type: none"> <li>The new Village Hall website is progressing well. LC suggested the site begins with a short piece about the village hall and the history of the old hall. LC will approach Esme for historical information to be included in the introductory text. LC is hoping the site will be finished next month.</li> <li>It was agreed the minutes will be uploaded in a PDF format on the new site for the current year only and all past minutes will be stored in one drive for reference.</li> <li>RG and GD offered to take on more responsibility if LC needs more help.</li> <li>A new larger 360lt refuse bin has arrived and is working well.</li> <li>GD contacted Andrew Garnett who has repaired the door lock.</li> <li>LC/JN have not been able to take the remote electronic locking system further. LC will contact Prolock.</li> <li>WS Council had requested more information from the Trustees for solar panels installation in order for the committee to sign the 25-year lease. JN expressed concern about signing the lease and was not assured about the financial</li> </ul>	LC to do LC to do LC/JN to do GD to do

	<p>benefits of the scheme. JN was not comfortable with the whole scheme and advised the committee to step back from the solar panels installation for the time being. GD will let WS Council know the TVH Committee will not be going forward with the offer for now.</p> <ul style="list-style-type: none"> <li>• The EV charging company, Connected Kerb, requires the TVH Committee to sign a lease and have offered to pay for £500 legal expenses. JN expressed some concerns about the lease and how the company assesses their power usage. JN also highlighted to the Trustees that once the Hall's electricity usage increases to over 1000 kw VAT will increase from 5% to 20% which could occur if there is excessive use of the EV chargers. The Cockerton Trust own the land where the chargers are sited therefore, may need to be contacted before any lease is signed.</li> <li>• It was agreed to order daffodil bulbs for 35 households who had offered to pay for bulbs and the extra 800 will be offered households in the village wishing to plant them in their front gardens. Some bulbs will also be ordered for the Youth Club for the children to plant and display.</li> </ul>	GD to do
5.	<p><u>Youth Club update</u></p> <p>AB, GD, VE, RG and Adam Tilbrook met and cleared out the equipment cupboard. AB reported that there have been issues with obtaining DBS checks and AB will investigate this with WS Council. Adam plans to relaunch the group in September after the school holidays. Adam will attend the Sports Festival on 18 July to promote the Youth Group.</p>	
6.	<p><u>Event monitoring update</u></p> <p>Please see separate sheet for details sent by RG.</p>	RG to do
7.	<p><u>Treasurer Update</u></p>	
	<p>JN reported as follows:</p> <p>Overview - Hall lettings over the past month have been steady and pretty much on plan. We have a small operating surplus for the month. Bookings for May are below expectation.</p> <p>Finances - We have adequate funds in the current account to cover current operations.</p> <p>Reserves - We have a fixed deposit of £60,000 with Lloyds Bank which is due to mature on July 9<sup>th</sup>.</p> <p>Outlook - Bookings for April and May are in line with expectation</p> <p>Other - I have attached a copy of the draft Annual Financial report for the year to March 31<sup>st</sup>, 2025 and a copy of my proposed budget for 2026 for your consideration.</p>	
8.	<p><u>Hall Management</u></p>	
	<p>One late night booking did extend an hour over their finishing time which resulted in RG having to wait for the event to finish before he could close the Hall. The booking contract has now been amended to ensure event organisers know to leave at the appropriate time. Michael Riley our hall cleaner, reported that the cleaning took over 2.5 hours instead of the usual one hour after the event.</p>	LC to do

	<p>Consequently, it was suggested to implement a £50 charge if organisers fail to abide to the terms and conditions.</p> <p>Michael is not comfortable to clean the outside of the building; therefore, AD will ask her window cleaner if he would quote for the cleaning.</p>	AD to do
9.	<p><u>Future Events</u></p> <ul style="list-style-type: none"> <li>Internet Workshop - RG will hold another workshop on Sat 28 June</li> <li>Tuddenham Talks – Di Farrell Thomas will talk about running 8 marathons over the Sahara Desert on either 8 July.</li> <li>The next Quiz Night will be held on 14 June. SM has booked the fish and chip van. RG to publicise. It was agreed to increase the price to £15 per head. RG advertised on FB and posters around the hall and in the village plus on front page of the Umbrella magazine. Final numbers are required by 6 June.</li> <li>Silent disco - VE has booked for 1 Nov contacted a company who will charge £172 to supply 60 headsets. VE can provide a playlist, lighting and a DJ. The VH to provide snacks for £5 per ticket. The event will be held on Saturday 1 November. LC will advertise on village hall website. RG to promote in the Umbrella magazine.</li> <li>Playing Fields Sports Festival on 18 July. The committee will discuss more details at the next meeting. The event will begin at 5pm in the Village Hall and will be an opportunity to showcase the Youth Club activities. The committee will serve tea and coffee.</li> </ul>	RG to do.
10.	<p><u>Opening and Closing of Hall</u></p> <ul style="list-style-type: none"> <li>RG summarised the opening and closing of the Hall and asked for volunteers to cover any outstanding gaps.</li> </ul>	RG to do
11.	<p><u>Any other Business</u></p> <p>None</p>	

Meeting closed 9.05pm

Next Meeting – 16 June 2025 at 7pm.