

# Tuddenham Village Hall Committee Meeting

## Minutes of the Meeting held on 17<sup>th</sup> March 2026

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| <b>Attendees:</b> Gill Ford, Carron Bignell, Anne Ball, Graham Dudley, Rob Gray, Angela Davidson, Val Ewing, John Norman                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                         |
| 1. <b>Apologies:</b> Sally Murray, Iain Michie                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                         |
| 2. <b>Acceptance of Minutes</b> of the meeting of 17 February 2026<br>All agreed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                         |
| <b>3. Matters arising - Review action points of last meeting:</b> <ul style="list-style-type: none"> <li>• <b>Updating Website</b> – volunteer required. Follow up with IM. In the meantime John will make updates; remove Lauren, remove old news, and update with new articles. Please send content to JN.</li> <li>• <b>Website Useability</b> – some users are having problems due to old Iphone IOS settings or other software and cannot reach the booking section. JN to investigate a workaround and/or put a notice on homepage.</li> <li>• <b>New Trustee Form</b> – copy attached for Iain to complete and return.</li> <li>• <b>Wedding Accessories</b> (chair covers and tablecloths) – laundry 8kg £8. Need to check other venues to identify an appropriate hiring fee. Agreed to purchase.</li> <li>• <b>Projector</b> – user guidance. JN circulated a draft. Issue first page once booking made. Second page to be left with the projector. Projector is locked in meeting room cupboard and provided when opening up.</li> <li>• <b>Youth Club Funding</b> – JN has written to Katharine Parker. No response received so far.</li> </ul> | JN/All<br><br>JN<br><br>IM/JN<br>CB<br><br>JN<br><br>JN |
| <b>4. Events Monitor update and opening/closing of the Hall update</b> <ul style="list-style-type: none"> <li>• Bookings increased in March due to Lapwing</li> <li>• 240 hours booked for Q1</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                         |
| <b>5. Treasurer Update</b> <ul style="list-style-type: none"> <li>• End March estimated surplus will be ahead of plan</li> <li>• c. 5% increase on bookings</li> <li>• Expenses lower than plan</li> <li>• As at today Current £8180/Savings £25238</li> <li>• New rates bill received – can now apply for free rates</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                         |
| <b>6. Hall Management</b> <ul style="list-style-type: none"> <li>• <b>Cleaner Update</b> – Lisa has given notice to leave. Michael's circumstances have changed and he would be interested to return. Agreed to rehire Michael with £1 per hour increase and confirm to Lisa she can leave o 29<sup>th</sup> March.</li> <li>• <b>Toy Cupboard key</b> for Rori (Gymnastics) – Hannah has confirmed that Rori has a key. GD to check if Rori does have a key or needs one. Concerns over cupboards not locked if meeting room cupboard key used from the Keysafe.</li> <li>• <b>Cricket Club use of Wifi</b> – have offered to share costs. Connection is not good. Would need a cabled connection to boost connectivity. JN to talk to Andrew Garnett.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                          | AB<br><br>GD<br><br>JN                                  |

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| <ul style="list-style-type: none"> <li>• <b>Garden Maintenance</b> – hedge trim looks good. Steve to submit an invoice for each grass cutting visit.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | CB                               |
| <p><b>7. Future events planning and Organisation</b></p> <ul style="list-style-type: none"> <li>• Tuddenham Talks – Tue 22 September booked – Virtual Tour of Bury St Edmunds. Advertise in Umbrella</li> <li>• Kirbye Voices Choir in Church – Thu 19 March. Advertise on Facebook.</li> <li>• Quiz Night – June</li> <li>• Sports Festival – July</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | RG<br>AD                         |
| <p><b>8. Any Other Business</b></p> <ul style="list-style-type: none"> <li>• Horizon Shortfall Scheme – letters received. GF to ask Esme if she can recall previous Post Masters who could be eligible.</li> <li>• Lapwing – complaint over a visitor coming to retrieve items from the Hall/Kitchen as it can disturb pupils. GD has suggested they lock the door but some people may still enter as they have keys. No other action to be taken at this time.</li> <li>• Coffee Morning – ambulance was called for someone who fainted. RG has created posters with What Three Words to be able to quickly give the location if emergency services need to be called.</li> <li>• Keysafe – propose to change the number and provide to nominated users on Committee, Cleaner. Agreed. Action when Michael returns.</li> </ul> | GF<br><br><br><br><br><br><br>GD |
| <p><b>9. Next Meeting: Tuesday 21<sup>st</sup> April 2026</b><br/>Apologies: Angela Davidson (working away)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                  |