

Tuddenham Village Hall Committee Meeting

Minutes of the meeting held on 21 April 2026

Attendees: Gill Ford, Carron Bignell, Anne Ball, Graham Dudley, Rob Gray, Val Ewing, John Norman	Owner
1. Apologies: Angela Davidson, Iain Michie	
2. Minutes of the meeting held on 17 March 2026. The minutes were approved as a true and accurate record.	
3. Matters arising – review of actions from the last meeting • Website updates – IM has volunteered to help to manage the website. RG has contacted IM with the information needed to update the website. JN asked members to send any updates to IM. The minutes also need uploading to the website. • Requests for BBQs – CB asked whether it would be feasible to hold BBQs in the car park. The committee agreed this would not be advisable due to the health and safety implications. AB suggested monitoring the number of enquiries and reviewing again if needed. • Shelving in storage cupboards – CB will ask a local handyman Ashley Reid to install shelving in both the meeting room cupboard and the hall cupboards. • Dishwasher use – it has been noticed that the dishwasher is sometimes loaded but not switched on. It was agreed that a polite notice will be left on the dishwasher when the relevant group next meets, asking them either to wash up or to run the machine. • Chair covers – hire charges and pricing – For comparison CM obtained a quote from a hire company: £1.25 per chair cover and £10 per tablecloth, plus £60 delivery. It was agreed to set a hall hire price of £0.60 per chair cover. • Jack Davey Cup (Cricket Club) 24 June 2026 – it was agreed to offer the hall and car park at half the usual hire fee. • Martyn’s Law – discussed in the context of emergency planning for public venues. The committee agreed that appropriate measures are in place. The hall address, postcode and what3words location are displayed in several locations within the Hall building to assist when calling the emergency services. JN has completed similar work for another charity therefore, this item can be reviewed at the next meeting. • Annual report and AGM – it was agreed that the next meeting will be the AGM. JN tabled a draft financial report and asked members to send any comments ahead of the next meeting. • Youth Club – AB has stepped down from the club. Adam Tilbrooke reported that numbers for the last couple of meetings has been low (both children and volunteers) and will request additional support via social media. AB asked for ideas to help promote the club; the committee reiterated its support but did not identify specific actions at this time. It was suggested that the Cockerton Trust may be able to support funding for a Christmas party.	IM CB/AB AB/GD

4. Events Monitor update and opening/closing of the Hall update Bookings have been quiet. May is also expected to be quiet; however, the election day in May is typically a good source of income. June bookings are picking up.	
5. Treasurer Update Hall lettings over the past 12 months have increased by almost 20% over the previous year. Although we have some underutilised time slots, we are probably getting close to our optimum revenue level. We have ended the year with a surplus of £3,867 after transferring funds to the renovation reserve. Operating costs were lower than prior year, and lower than planned, but I do not expect to repeat that in 2027. Finances- We have adequate funds in the current account to cover current operations. Reserves - We have a fixed deposit of £61,054 with Lloyds Bank which matured on April 9th, and which was rolled over for a further 6 months. We have an interest-bearing deposit account, in which funds are available at call.	
6. Hall Management Cleaner update – Michael Riley returned on 1 April with a £1 per hour pay increase. JN will issue a new contract to Michael.	JN
7. Future events planning and Organisation - Tuddenham Talks – Tuesday 22 September (booked): Virtual Tour of Bury St Edmunds. - Quiz Night – 27 June: will finish at 9.30pm as England are playing in the World Cup at 10.00pm. - Sports Festival – July (date to be confirmed). - Sip and paint – VE to investigate options. - Hanging basket making – CB to ask the nursery at Barrow whether they would be interested in running a demonstration.	VE CB
8. Any Other Business - JN will install a wooden mounting panel for the fire extinguisher, the handyman will also be asked to do this. - JN will ask the website developer to create a central area for storing committee documents, allowing members to upload and view files. - There will be no meeting in May. From June onwards, the committee will meet every other month. - GF ordered additional keys. - SM to send charity commission form to IM.	JN GF SM
9. Next meeting – Tuesday 16 June 2026	
1. Action points summary - IM/JN: Progress website updates; upload the minutes to the website; members to send any website updates. - CM: Ask Ashley Reid to install shelving in the meeting room cupboard and the hall cupboards.	

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| <ul style="list-style-type: none">• GD/AB: Leave a polite notice on the dishwasher reminding the relevant group to wash up or run the machine.• Members: Send comments on the draft financial report to JN ahead of the AGM.• JN: Issue a new contract for Michael Riley (cleaner).• VE: Investigate options for a Sip and Paint event.• CM: Ask the Barrow nursery whether they would run a hanging-basket demonstration.• JN: Ask the website developer to create a central area on the website for committee document storage and uploads.• GF: Order additional keys. | |
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