

Tuddenham Village Hall Committee Meeting

Minutes of the meeting held on 21 July 2026

Present: Gill Ford, Carron Bignell, Anne Ball, Graham Dudley, Rob Gray and John Norman.

Apologies: Angela Davidson, Iain Michie and Rachel Brittain.

1. Minutes of the previous meeting

The minutes of the previous meeting were agreed, subject to amendments relating to waste bins.

2. Matters arising and review of actions from the previous meeting

GD expressed concern that the decision relating to waste bins had not been voted on. He proposed that, in future, individual decisions should be voted on separately to ensure clarity.

The address listed on the Charity Commission website requires updating. JN will work with RG to set up a new administration email address. SM, RG, JN and GD will be recipients of this address.

RG has website updates to send to IM.

Information about rubbish disposal will be moved to the front of the terms and conditions.

The RCDs and EV chargers have been dealt with, and the sharp knives have been replaced.

The Charity Commission report is being reviewed.

Hire charges will be reviewed at the November meeting.

Quiz night

The quiz night was very successful and fun evening, with 58 people attending. It was noted that the postcode should be included on future advertising, as some guests travelled to another Tuddenham in Suffolk.

The cost of fish and chips has increased to £13 per head, therefore the Committee agreed to consider alternative food options for future events. The next quiz night will be held on 16 January 2027.

Grass cutting

The current arrangement is that the contractor is paid £75 per month, regardless of whether the grass needs cutting. CB has received a further quote from another contractor of £40 per visit, with hedge cutting at £130. It was agreed that CB would ask the existing contractor to match the new quote. If this is not agreed, CB will proceed with the new contractor.

Review of terms and conditions

A recent booking arrived at the hall intending to set up a bar serving alcohol, which had not been declared on the booking form. A Temporary Event Notice had fortunately been obtained, so the event was able to proceed as planned. Had this not been in place, the bar would not have been permitted to operate.

It was agreed that a separate instruction sheet will be sent for bookings where a bar is likely to be requested. To make key requirements clearer for organisers, an abridged version of the terms and conditions will be created. GD will review this in the first instance.

3. Events Monitor update and opening/closing of the Hall

RG reported that there is a wedding booked for one weekend in August and that the remainder of the month is fairly quiet.

4. Treasurer's update

The first quarter showed a surplus of a little over £1,000, broadly in line with expectations. Booking revenue for the current month is expected to be on plan, with a small surplus anticipated. August is expected to be quieter and to break even.

The quiz evening broke even on ticket sales and generated a surplus of £175 from the raffle. Thanks were recorded to Gill and her team for organising the raffle and selling tickets.

The Committee has adequate funds in the current account to cover current operations.

The fixed deposit with Lloyds Bank matures on 9 October. It is expected that, if interest rates remain stable, the deposit will be rolled over for a further six months at a similar rate. The Committee also holds an interest-bearing deposit account with funds available at call.

SM will be added to the list of signatories for the hall's bank account.

5. Future events planning and organisation

Tuddenham Talks: Tuesday 22 September. A virtual tour of Bury St Edmunds has been booked. The event will be advertised in the Umbrella magazine and on social media. The speaker's fee is £70. There will be no entrance fee, but guests will be invited to make a donation on the night.

Quiz Night: Saturday 16 January 2027.

Christmas lights switch-on: Sunday 29 November.

6. Any other business

RG has ordered A4 paper for the printer in the meeting room.

AB asked for the role of Health and Safety Officer to be discussed at the next meeting.

GD will obtain a quote for replacing the batteries in the emergency lighting in the hall.

7. Date of next meeting

The next meeting will be held on Tuesday 15 September 2026. There will be no meeting in August.

8. Action points summary

Action	Owner	Due date
Introduce separate voting for individual decisions where required.	GD	Ongoing

Set up a new administration email address and update the Charity Commission website.	JN/RG	As soon as possible
Send website updates to IM.	RG	As soon as possible
Move rubbish disposal information to the front of the terms and conditions.	IM/RG	As soon as possible
Review hire charges.	Committee	November meeting
Confirm grass cutting arrangements with the current or new contractor.	CB	As soon as possible
Prepare an abridged version of the terms and conditions and separate instructions for bookings involving a bar.	GD/RG	As soon as possible
Add SM as a signatory to the hall's bank account.	SM	As soon as possible
Include discussion of the Health and Safety Officer role on the next agenda.	AB/SM	Next meeting
Obtain a quote for replacing the emergency lighting batteries.	GD	Next meeting