

Tuddenham Village Hall Committee Meeting

Minutes of the meeting held on 23 June 2026

Attendees: Gill Ford, Carron Bignell, Anne Ball, Graham Dudley, Rob Gray, Val Ewing, John Norman, Iain Michie and Rachel Brittain.

Apologies: Angela Davidson.

1. Welcome and trustee update

- Rachel Brittain was welcomed as a new trustee, representing the PCC of Tuddenham. The Committee noted that Val Ewing has resigned. Flowers will be sent by Iain Michie to thank Val for all the time and support she has given to the Committee. The new Trustee forms are to be added to the Charity Commission website.

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

- **Website updates:** Iain Michie has volunteered to help manage the website. John Norman asked members to send any updates to Iain. Iain agreed to also upload the minutes of the committee meeting to the website each month. The Committee noted that it would be useful to know how many visits the website receives.
- **Village Hall email address:** The Committee discussed whether a separate Village Hall email address is needed in addition to the enquiries address, as some messages have gone astray.
- **Waste bins:** Rob Gray reported that, since the new bin system was introduced earlier in June, there are not adequate bins on site. It was agreed that hirers will be asked to take their rubbish home and will be supplied with black bags. The terms and conditions are to be updated accordingly by Iain Michie.
- **RCDs and electrics:** The tripping of the power to the building continues to be an issue. It was suggested that the RCD may be over-sensitive and may need replacing. Graham Dudley will contact a local electrician to investigate.
- **EV charge points:** The EV charge points need to be disconnected to prevent any risk of a live charge point which may result in an accident. Graham Dudley, therefore, will ask the local electrician to disconnect the chargers from the Village Hall main board.
- **Car park:** Graham Dudley expressed concern about misuse of the car park. John Norman explained that the car park is owned by the Cockerton Trust and advised that up to now the Village Hall has a good relationship with the Trust, so it is hoped there will be no problems with future use.
- **Sharp knives:** Anne Ball, as Health and Safety Officer, will replace the sharp knives with round-ended knives.

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

- There were 37 bookings across April and May, and 53 bookings in June. July is expected to be quieter.

4. Treasurer update

- John Norman tabled the annual accounts and report, which were approved. The report will now be sent to the Charity Commission.
- John Norman reported that bookings are at their optimum level.
- John Norman suggested to the Committee they should consider increasing hire charges; this will be reviewed at the next meeting with the aim of implementing any changes from January 2027.
- **Overview** - At this point we have all but completed the first quarter of the 2026-27 financial year. Booking revenue is up by almost 12% over the same period last year, which is an excellent result.

The net surplus for the quarter is just under £1,000 which is very close to plan and in line with expectation for the year.

- **Finances** - We have adequate funds in the current account to cover current operations.
- **Reserves** - We have a fixed deposit with Lloyds Bank which matures on October 9th . We have an interest-bearing deposit account, in which funds are available at call.

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.
- **Quiz Night:** Friday 27 June. The event will finish at 9.30pm as England are playing in the World Cup at 10.00pm. A glass of prosecco and fish and chips will be served at 6.00pm. Gill Ford will organise the raffle. Rob Gray will open the car park barrier for the fish and chip van arriving at 5.15pm. Carron Bignell and Sally Murray will set up the tables and chairs in the afternoon.
- **Sports Festival:** Friday 10 July. It was agreed that the Village Hall will not be opened in the evening.
- **Christmas lights switch-on:** The event will be held on 29 November.
- **Coach trip:** Anne Ball suggested organising a coach trip for the village, such as a theatre trip or garden show visit.

6. Any other business

There will be no meeting in August. The Committee agreed to meet next month.

7. Next meeting

The next meeting will be held on Tuesday 21 July 2026. There will be no meeting in August.

8. Action points summary	Owner	Due date
Action		
Send flowers to Val Ewing.	Iain Michie	As soon as possible
Add trustee forms to the Charity Commission website.	Sally Murray	As soon as possible
Send website updates to Iain Michie and upload minutes to the website.	Committee / Iain Michie	Ongoing
Update hiring terms and conditions to state that hirers must take all rubbish home.	Iain Michie	Before next external event
Contact a local electrician to investigate RCD tripping and disconnect EV chargers from the main board.	Graham Dudley	As soon as possible
Replace sharp knives with round-ended knives.	Anne Ball	As soon as possible
Submit the annual report to the Charity Commission.	John Norman	As soon as possible
Review hire charges at the next meeting.	Committee	Next meeting
Organise Quiz Night raffle.	Gill Ford	27 June 2026
Open the car park barrier for the fish and chip van.	Rob Gray	27 June 2026, 5.15pm
Set up tables and chairs for Quiz Night.	Carron Bignell/Sally Murray	27 June 2026, afternoon