

SNETTISHAM MEMORIAL VILLAGE HALL & PLAYING FIELD

Charity No. 304065

MINUTES OF THE MEETING HELD ON MONDAY 3rd JULY 2023

Present: Peter Bradshaw (PB); Arthur Clarkson (SC); Linda Standeven (LS); Jan Sexton (JS); Paul Herbert (PH); Rebecca Chilvers (RC); Ross Hunter (RH); Jacqui Penty (JP)

1. PB welcomed all to the meeting. Apologies for absence – Val Douglas; Jackie Walker
2. Chairman's Report – my thanks to our officers for their work during this period. My thanks to all who have taken on extra responsibilities. Barclays account problems rumble on - completed a further batch of information and sent last Monday.
My thanks to our fund raising ladies for their continued work on events that have been held to raise funds for the MHT I.e. coffee mornings and bars and for all other work undertaken over the past month and to all who have donated items.
Grass cutting is ongoing now in partnership with CGM – first round of spraying is now completed.
My thanks to the Cricket Club and Michelle for all their cooperation in maintaining a clean operation re the Pavilion – the small fridge in the Pavilion is not working properly.
Great news – we are now up and running fully digital with the full offer available to our customers – I feel a large tv screen now coming on.
Our electrical checks and fire alarm checks have now been completed and certification issued.
Finally, congratulations to the four Trustees who completed and passed the defibrillator course.
My thanks to anybody I may have missed.
3. Minutes of June 2023 agreed and signed.
4. Matters arising from the Minutes – None
5. Treasurers Report – Processes & Practices - RH circulated up to date accounts and talked through the entries explaining the actual v forecast columns. There was a query regarding the supply of electricity and whether we could use one supplier for Hall and

Pavilion – RH stated he needed access to the Accounts to progress this further – RH and LS to liaise re this.

RH confirmed it was his intention to have the majority of payments to be made electronically – need to consider cash payments for users of tennis court etc.

RH reported on recent grant meeting he had attended at Kings Lynn – he found it very informative and felt there were many opportunities for applying for funding especially for grants up to 5k but we will need to provide governance, projections, experience of Trustees and support from Parish Council.

Re expenditure process RH wanted a threshold of £300 to go to chair to ensure we don't overspend and over this amount to go to all Trustees for approval – LS proposed the threshold be £500 – RC seconded with all in favour. RC queried if we could agree expenditure for an exceptional spend via email – RH agreed.

6. Purchase of Large Screen & Cables for Full Digital Availability- PB felt this purchase would appeal to a wider audience/customer especially for presentations, videos etc. and the sound system could be connected too. Anticipated users may include Parish Councillors; dance groups; church meetings. PB advised the cost of screen and cables etc would be in region of £800 plus £150 for suitable bracket.
7. Equipment Purchases – I.e. belt & pulley for JD – PB advised the cost would be approximately £340. PB to send quotes along with screen costs to RH to allow him to build into our expenditure projections.
8. Curtains – Agree Action – LS had received a quote from a local company to replace Hall curtains at a cost of £4800 – many expressed this was extremely high but there are many windows – some being extra large and they must meet safety requirements. LS had all measurements so would research further – RC suggested we look at plain curtains in colour to match new chairs.

Another expenditure we also have is the repair to the fire escape stairs – PB advised he had previously had a quote of approximately £1400.

9. Coffee Mornings – Free Offer – RH and PB had suggested we offer free tea/coffee at the monthly coffee mornings – RC; LS and JS rejected this idea as the prices are so low for all items including cake and many of the attendees liked to donate a little extra. LS advised a lady had been in touch to attend to give people technical advise.

JS asked RH if he could research a grant towards the cost of mini bus to pick up elderly/nursing home residents – this was very well used when SPAM ran the coffee mornings – RH to investigate.

10. Field – Agree Actions for Autumn Treatments- PB advised the field would need a feed in the autumn – he will obtain a quote – the last time it was over £1000 so we should anticipate it being more now. LS enquired if we could hire equipment and do it ourselves – PB to speak to Edward Stanton regarding his contact and see if he can advise us on our needs.

11. Chair Hire – LS had been contacted by a lady getting married in October at the Rose & Crown and they need to hire 30 chairs for the ceremony- following discussion it was agreed to offer her 30 old chairs for £50 or 30 new chairs for £100 – LS to take pictures and advise of our charges.

12. AOB – **PB** – circulated the minutes from the last Pavilion group meeting. He advised he had been contacted by Redgate Rangers Football Club who wanted to use the field for their under 9's team September to April and under 7's after Christmas.

PB to carry this forward liaising with Danny Lincoln.

PB - received correspondence from Parish Council regarding improvement to the children's play area on the field. This area is well used and really needs an upgrade and additional equipment to cater for all abilities – possibly even gym equipment for adults too. The PC wanted to work with the MHT on this to reconfigure the area – a site meeting has been requested which all present were in favour of it going ahead with PB; RH; LS and RC attending and work is anticipated to start next year. JP will advise date after a PC meeting on Tuesday.

PB – reported tickets for the Barn Dance were selling well.

RC – had been working on contacting local business regarding our need for a new cleaner – she advised group of costings she had received from S&L Cleaning and they had a vacant slot in September on Thursdays – we need to take into consideration the fact we will now need to pay more realistic bills and not have same flexibility we had with John. LS thought it would be suitable for a retiree – RC would advertise on website once she had been provided with a job description.

RC – advised she had got a new Facebook page installed – asked all to share with others.

RC – need to discuss children’s Xmas party on 13th December – agreed to have a meeting following Fridays coffee morning – RH to attend at 12.30.

AC – advised he will start painting MUSA panels.

LS – advised to cost of the Lighthouse bill was £770.40 which seemed high – this included the issue of certificate. JP enquired if PB had shopped around – he advised he had but until they start work you cannot know what will be necessary so it’s a bit like an open cheque. JP advised the PC use Ward Electrical – she would ask them if they could do Hall work.

LS – there are two bars to run in August – 18th LS and RC 6.30 – 11.00pm and 19th – AC and Jacqui Penty 7.00-12.00pm

LS – Car boot dates – August 28th to be run by MHT

The following dates are then free for other organisations wanting to hire the field @ £80: Saturday 2/9: 9/9; 16/9: 23/9 and 30/9.

Sunday 6/8; 20/8; 3/9; 10/9; 17/9 and 24/9.

LS has received interest from the allotment and bowls clubs.

PH is to check cricket fixtures with Annie and also need to consider if the Football usage will impact on these dates.

RC to advertise on website.

LS expressed concern regarding the recent hire of Hall by school to run an evening event and only one family attended - RC insisted the charges were paid.

LS reminded all present of the need for cakes for Fridays coffee morning.

Meeting closed at 8.30pm

Signed Dated

Date of next meeting – 7th August 2023 @ 7.00pm

