

SNETTISHAM MEMORIAL VILLAGE HALL & PLAYING FIELD

Charity No. 304065

MINUTES OF THE MEETING HELD ON MONDAY 6th NOVEMBER 2023

Present: Peter Bradshaw (PB); Arthur Clarkson (SC); Linda Standeven (LS); Jan Sexton (JS); Jackie Walker (JW); Paul Herbert (PH); Rebecca Chilvers (RC)

1. PB welcomed all to the meeting. Apologies for absence – Ross Hunter; Val Douglas;
2. Chairman's Report – my thanks to our officers for their work during this period. My thanks to our fundraising ladies and to all who have assisted with bars, parties and other events.

Our new support screen has been very successfully used as I am to understand by several groups.

Grass cutting- my thanks to Linda, John and Paul for their continued support.

We are currently working on a water problem that we have at the Hall with a burst pipe being repaired by Anglian Water in the road.

I have spoken to the blacksmith at Anvil Engineering and he has agreed to action fire escape works as soon as he possibly can.

We currently have a problem with our CCTV system which will require a new control box - we are waiting for this to be fitted. Our cameras are still working but not all parts of the system are active.

I am happy to report that a cleaning operative has been found and is currently trialing this role for the future. A big thank you to John and Linda for all they have done over the past years and continue to do so.

For anybody who may go into the Pavilion- we have allowed the area to be used by the Events Team for the repair and painting of the wooden stalls- I will need to enquire on the period of these works.

My thanks to anybody I may have missed.

3. Minutes of October 2023 agreed and signed.
4. Matters arising from the Minutes – None
5. Treasurers Report / Agree Expenditure Sign-off - RH had emailed up to date accounts to all prior to the meeting as he was unable to attend.

PB reported he had returned all signed forms to Barclays and hopefully this will conclude the ongoing saga and then RH will be able to access the accounts.

Costs have been a little high this month but do include the new TV and deposit on the new curtains but the income for the month has covered this. Still awaiting an accurate Eon bill but meter readings have been sent. Bank balance remains consistent but we will have balance of curtains to pay and some invoices due including Lawnboy.

6. PB has been working with our Accountants and draft accounts to the end of March 2023 have been prepared – he ran through the details – proposed JS seconded JW with all in favour for accounts to be signed off.
7. Architects Proposal's for Drawing Up Plans for Bar Area – RH had previously sent to all the architects (ACS) proposals asking for Trustees approval to the costs of £1420 inc VAT to proceed with drawing up the plans – recommendations to the Board are we proceed so we can set in motion this work – once plans are produced we can discuss any amendments then RH can begin looking at grants – proposed JS seconded AC with all in favour. PB to liaise with RH.
8. Fire Escape Works – PB confirmed he had spoken to Anvil Engineering who will do the necessary work as soon as they had availability.
9. Roof Repairs / Wall Repairs – Update – Wall – JS had emailed Mr Schumann to chase up and he promptly replied advising he was awaiting a second quote and then he will place the order for work. Roof Repairs – had repairs done but a problem still exists which depends on the direction of wind and rain we are still getting water in at back of main Hall. Looked at roof – wall is very wet and it appears the odd configuration of the guttering is causing the water to cascade down wall – roofer is returning this week and will give advice.
10. Pavilion Meeting – Update – PB ran through the minutes from the last meeting on 25th October (copy attached). Looking to update website with current situation in time for the one year anniversary for the launch of Pavilion project. Discussed June 2024 VE Day celebration – possibility of village event working alongside Events Committee / PC to arrange joint event.

11.AOB – **PH** had request from villager in Dersingham enquiring if they could use our field as their pitch was too wet – **PB** advised ours was wet so answer would probably be no.

RC – Bingo on 21st November she would be unavailable but was happy to put tables and chairs out during the day and was happy to clear up following day.

PB asked **RC** if she had any new posters – **RC** advised we had no new events planned – we needed a separate meeting re fundraising.

LS – we need to advertise our coffee mornings/ bingo more – could we arrange to have a sign made where we can amend date - **PB** would speak to East Coast signs but need to draw up what we want it to say and size. **RC** to sketch up requirements and email to **PB**.

LS – provided envelopes for Secret Santa – agreed spend should be max £10.

AC – date for wrapping children's presents and pushing sleigh – agreed to wrap on 12th December @ 10.00am. **AC** to advise John Fry.

PB – advised he had organised new sign for the Hall – being made and should be ready by end of week.

PB – requested we move start time of meeting to 7.30pm to allow us to use main Hall and facilities like new screen – all agreeable.

Meeting closed @ 7.50pm

Signed Dated

Date of next meeting – 4th December 2023 @ 7.30pm