

SNETTISHAM MEMORIAL VILLAGE HALL & PLAYING FIELD

Charity No. 304065

MINUTES OF THE MEETING HELD ON MONDAY 4th DECEMBER 2023

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

1. PB welcomed all to the meeting. Apologies for absence – 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, bingo and other events.

My thanks to Rebecca for her work on producing our posters.

Grass cutting has proven very difficult over the past month with the wet conditions and being very long to cut. However, we have managed several cuts in the past two to three weeks which has brought it back under control.

My thanks to Linda and John for getting the water level down again in the dyke which was just about to come onto the field.

We currently still have a burst pipe problem outside the main hall entrance.

We currently still have our problem with the CCTV system which is due for repair next week.

I am happy to report that I have fitted the new Memorial Hall sign and some lights above to highlight it.

For anybody who may go into the Pavilion we have allowed the area to be used by the Events Committee for repair and repainting of the wooden stalls – these should now be removed.

My thanks to Tim Clarey – chairman of the Snettisham Cricket Club – for his very kind donation of three new trees for planting along the railing's boundary of the field.

My thanks to Ross for his painting work on Sunday evening.

Also, my thanks to John and Jason for their help in mower cleaning and refitting a new belt to the John Deere tractor.

My thanks to anybody I may have missed.

3. Minutes of November 2023 agreed and signed.

4. Matters arising from the Minutes – **AC** – enquired if Barclays saga had been resolved – PB will advise in Treasurers update.
RH – when will fire escape repairs be actioned – PB advised the forge will attend as soon as they are able but not before Xmas.
RH – leak re guttering – PB advised still waiting for pipe work to be rearranged but after recent heavy rainfall there had been no evidence of water ingress.
5. Treasurers Report – RH had a PowerPoint to show up to date accounts and talked through various payments/income for November – he will have access for internet banking within next few days and has requested a separate account for bar takings. RH has requested three debit cards to be used by himself, PB and LS which need signing off tonight – RH thanked PB for his hard work to sort out the Barclays saga. RH still has work to do separating the accounts such as the Pavilion. JW queried the amount being paid for Pavilion – RH advised it is due to outstanding debt.
PH enquired if the situation re the solar panels had been sorted – RH advised this was still ongoing.
6. Pavilion Meeting Update – PB had update on screen – he ran through items to be put on website – PB looking to talk to Mr Stanton's accountant to look at VAT for us but their fees were too high for us to continue so we are now looking at another local figure for advice. RH reminded PB of NNCF who have advisors and we also have CAN. He asked all to spread word and get people to look on website. PB advised there was a fund raising group who are looking at running key events after Xmas – there is lots going on in background and will be advertised when finalised. RC reported she was constantly receiving requests for information from a few individuals in the village and she would like to have up to date info she could give to them. PB had a spreadsheet showing a graph of various applications for grants – any updates on successful applications will be advised immediately. Lady Dannat and her husband are very supportive of our project and will be attending an event in 2024. The 75th anniversary of the opening of the Pavilion will be in 2025 so we have time to meet the target. A discussion followed re setting timelines for the start of the project. PB invited trustees along to a subgroup meeting – RH confirmed he would attend if available.

7. Pavilion Tidy Up Team – PB requested a team to help tidy up area before Xmas and then, apart from power to feed lighting, etc, he would close the building down for the winter. Unfortunately most present were involved in coffee morning / Xmas Party etc and had little availability- PB and RH to make start on 14th – PB requested PH remove cricket club items from changing room. LS advised that all necessary cleaning items were in cupboard.
8. Car Park / Hall Outside – Tidy Up Team – PB advised car park and area around Hall needs attention and need a team to sort this. PB requested anybody who has a spare hour please do a bit. PB also advised he had a long list of jobs requiring attention - he would send to all and any help would be appreciated.
9. AOB – **PH** – time needed for pushing sleigh – LS requested an earlier start so arrive at 5.45. LS to ask at Queen Vic if we can store at theirs. **JW** – enquired re cleaner as there had been a miscommunication - several Trustees were not aware of the appointment of the new lady or her rate of pay. We had only discussed hours at previous meeting – PB gave an update of who was employed and she was trialing for month and he had checked in with her and she had no concerns – however, concern was raised as we had not signed off rates. RC advised she had previously had much higher quotes and the advantage with Jane was her willingness to be flexible working from our list of Hall bookings. JS suggested in new year we start to charge a returnable deposit to customers to cover breakages / cleaning. PB requested we need to sign off – proposed JS; seconded AC with all in favour.

RC – commented on PB's earlier comments re Events Committee repairing market stalls in the Pavilion- she reported that although only one had been repainted, the committee had carried out many repairs to others and the one used for the poppy appeal had been left outside. The committee are paying to do these repairs but others are accessing the equipment. PB pointed out the equipment is for the village but if the events committee are footing bill for repairs then there needs to be control of who is given access. PB suggested Events Committee take control. Following on from agreeing to this PB requested the sleigh for the party.

RH – architects survey re the bar area – will get plans in next 4-6 weeks.

LS – D-Day 6th June – PC have got a group together including British Legion to do a Fun Day on the field on 8th – Trustees were agreed no charge should be made for use of field but no heavy equipment to be brought on – proposed AC; seconded JS with all in favour. LS had advised PC they may need to pay if Cricket Club incur costs for hiring an alternative venue but hopefully she had given them adequate notice but PH confirmed the club have no control over fixture dates. **LS** enquired if Trustees wished to run an event – perhaps run a 40's dance in the evening 6-10pm – ticketed event £5.00 each with bar sales and food from the hatch. RC to sort advertising poster. **LS** – OAP meal – agreed all attending would assist as required. **LS** – bar on 22nd December- AC to assist -7.30-11.00pm **RC** – time for bar on 13th January – 7.30pm **JS** – agree date for taking Xmas decorations down – agreed 3rd January **PB** requested LS leave room – PB asked if we give John a gift at our get together after the children's party – agreed to get a good whisky – JS to get a thank you card.

Meeting closed at 08.45pm

Signed Dated

Date of next meeting – 8th January 2024 @ 07.30pm