

**Great Cressingham Village Hall Committee Meeting**  
**Thursday 26<sup>th</sup> September 2019 at 7pm**

**1) Welcome and Apologies**

**Present:**

Merrick Smith, Anna Smith, Sally Lovick, Elaine Hatherly, Lavinia Chapman, Keith Ford, Pauline Ford, Pat Newman, Maxine Robinson

**Apologies:**

Ann Jarvis

**2) Minutes of previous meeting and matters arising**

The minutes of the previous meeting were accepted.

- Following MS's research into costing of professional printing of Horticultural Show prize cards it was decided it would be too expensive and MS would continue to print them.
- SL approached Mr Bell regarding exterior lighting and he gave her 2 quotations, one for adding side lights only and the other for replacing all outside lights with LEDs. He advised keeping cages on all exterior lights although they are expensive. The lights would be on a five minute timer. £395 + VAT for side lighting and £895 + VAT for all around. These quotes also include PAT testing and are valid for 28 days. The committee agreed to the installation of exterior lights all around the building .

**3) 120 Club**

Winning ticket 73, Simon Tortice

**4) Finance**

Income	£1,398.72
Payments	£205.20
Assets	£4,750.16

SL has followed up an email from the Council and renewed the lottery.

MS will renew the Village Hall insurance due on the 23<sup>rd</sup> October and complete the online assessment form. This is with Allied Westminster and the premium is £599.76.

**5) Items to be raised for discussion by committee members**

- a. Pudding Night – MS has produced tickets and committee members will endeavour to sell them but they can be purchased on the door. Entertainment will consist of a quiz prepared by MS, sit down/stand up bingo SL, and heads and tails. We will set up on Thursday 31<sup>st</sup> October following the Village Hall Committee meeting.
- b. Daffodils – AS has purchased 500 Tamara daffodils on behalf of the Parish Council. These should flower mid to late February. Sunday 13<sup>th</sup> October between 10am and 12 noon will be bulb planting and it is hoped that villagers will turn out with spades etc. Refreshments will be provided in the Village Hall and SL has agreed for tea/coffee from Village Hall stocks to be used.
- c. AS gave a brief outline of Parish Council meeting held on Tuesday 24<sup>th</sup> September.
- d. Teapot and tray research – AS investigated costs as follows  
Globalfse.co.uk – Teapot 12oz/350ml stainless steel £4.32 inc VAT

Milk jug 3oz/75ml stainless steel £1.43  
Chefandbarsupplies.co.uk – Teapot as above £4.52  
Milk jug £1.50  
Globalfse.co.uk – Plastic trays 18 x 14/ 46 x 36cm £3.59  
Heatoncateringequipment.co.uk – Darkwood Mahogany 43 x 33cm £4.84

We considered numbers involved at events, movement of people, congestion at the hatch with people returning once served, carrying hot drinks back to tables, washing up and storage. A teapot system would work better at some events than others. For example, Bingo refreshments run efficiently as the tea is served to everyone at the same time but an event such as the Christmas Fair or Afternoon Tea where refreshments are available over a longer time and families and children are around may be safer with a tray system.

EH will research The Range products and check out the quality. She also suggested trying the tray system with 10 teapots and milk jugs to see how it goes.

- e. Diary Dates – MS has produced a copy of the Diary Dates for October to December for perusal. EH asked about number of cakes donated to last year’s Christmas Fair. AS explained that a lot of people had been approached personally and were very generous in their donations. This year there will just be a mention in the diary dates, online and on posters so there may be fewer. It will also be made clear that there won’t be a sell-off at the end. The surplus will be sold at the Christmas Bingo on the same evening.

**6) AOB**

MS – Village Community Group website had a complaint about height/cutting of playing field hedge. MS to let Hannah Scott, Parish Council Clerk know that it does not come under Village Hall jurisdiction.

SL – will send the January – July 2019 invoices to Hannah Scott, Parish Clerk as requested. Invoices to be sent on completion of audit.

SL received a letter from Hotpoint offering insurance for cooker but it was decided not to follow it up.

EH – asked about a storage container and it was agreed that this will be discussed at a later date as this is an expensive time.

SL – Keep Fit classes have ceased and Pilates decided not to book the Village Hall due to travelling distance.

Meeting closed 20:45

Next meeting to include AGM will be Thursday 31<sup>st</sup> October 2019 at 4pm

Signed by Merrick Smith, Chairman .....

Date .....