

## Great Cressingham Village Hall Committee Meeting

Thursday 3<sup>rd</sup> May 2018

### **11) Welcome and Apologies**

#### **Present:**

Merrick Smith, Pat Newman, Sally Lovick, Keith Ford, Pauline Ford, Anna Smith, Ann Jarvis, Lavinia Chapman

#### **Apologies:**

### **12) Minutes of previous meeting and matters arising**

The minutes of the previous meeting were accepted.

Update by PF – there is a possibility of having a regular Horticultural Show judge in place of Denise from Lyndon Court who had agreed to fill the position on a temporary basis.

### **13) 120 Club winning number – 79, Curtis Tortice**

### **14) Finance**

- a) Income - £456.52  
Payments - £99.15  
Assets in hand - £8,635.85
- b) The 'Private Meeting' on the accounts statement is an informal keep fit group.

### **15) Village Hall Facilities**

- a) MS to inquire about changing water heater shower head.
- b) SL received estimate of £2,700 from Coughtrey to supply and install new kitchen units and work tops. SL will speak to sponsor and discuss associated work i.e. tiling, flooring and decoration.

### **16) Items to be raised for discussion by Committee members**

- a) Review of Easter Saturday/Treasure Hunt Event  
Easter Saturday Event was well attended considering the inclement weather and £134.13 was raised. There were several positive comments concerning the organisation and it was generally felt to have been a good day. Points to take forward for consideration for future events are using the Swaffham Newsletter to advertise and possibly look into having an article in the next issue with a photo, make more helpers available and be aware of refreshment seating if more needs adding. Chris kindly offered craft materials from The Grange if required. Thankyou letters were all delivered including a hand-written card to Debra Rutterford.
- b) Potential Future Events
  - i) SL would like to wait to start Coffee/nostalgia morning until she has the Great Cressingham photos and documents to display.
  - ii) AS suggested the following as possible future events:  
Skittle Alley with fish and chip supper  
Games evening (cards, quiz sheets, board games) combined with curry, baked potatoes or pizza.  
Scavenger Hunt with maybe decorated Easter bonnet or decorated cup cake competition.

Field Day with games such as Tug-o-War, giant Jenga, water balloon tossing, 3-legged race, coconut shy.

Open Gardens with cream teas at the Village Hall.

- iii) SL suggested a film night and will make enquiries about costs. SL will also ask a contact about hiring a mobile skittle alley.
- iv) MS suggested a Craft Fair.

AS and MS will visit local Summer Fairs for ideas and PN may go to the West Acre Village Fete on Saturday 23<sup>rd</sup> June from 1pm to 4pm.

- c) Regular Village Hall Events notice  
AS to consult with SL and print a copy of regular Village Hall events to be displayed on VH notice board.
- d) Display of Village Hall Committee details  
All members of the VH Committee agreed to a list of committee members displayed on the VH notice board with contact details for MS as Chairperson.

**17) AOB**

- c) MS asked whether a risk assessment had been carried out on the Village Hall. SL said there had never been one. MS explained it consisted of evaluating the premises and listing potential hazards and putting any necessary safety precautions in place.
- d) SL has Village Hall Committee accounts going back 22 years and it was agreed to securely destroy unnecessary copies keeping the last 6 years only.
- e) Wednesday 30<sup>th</sup> May at 10am was agreed for Village Hall maintenance which will include cleaning light fittings and clearing the guttering.

Meeting closed at 20:25

Next meeting Thursday 7<sup>th</sup> June 2018 at 7pm

Signed by Merrick Smith, Chairman \_\_\_\_\_

Date \_\_\_\_\_