

Tivetshall Village Hall Management Committee – Report to Parish council May 2018

I can only report on actions since the formation of a new committee. At the Village Hall AGM in October 2017 all the Committee Members declined to stand for re-election. This was, according to the minutes the first AGM since 2012. In line with the constitution the Parish Council, who had not nominated Trustees for a number of years, took responsibility for establishing a new Trustee Committee. Several meetings took place in a very short space of time

3 parish councillors were appointed, Chris Miller, Rob Allegun-Porter and myself. We called a public meeting which resulted in Tabatha Forbes and Doreen Gray becoming Trustees as well. Chris, Rob and I were elected as Secretary, Treasurer and Chair respectively.

What have we done since November 2017:

We have a new website, online arrangements for bookings and this is linked directly to the hirers agreements and invoicing procedures. Our Secretary must have spent many many hours getting all the documents sorted out and these are being stored on line. More than half the Trustees are in full time work and time is in short supply. We are fortunate that Bev Shipley responded to our call for a booking clerk and is able to keep up with prompt responses to booking requests.

Changed bank account to Lloyds which gives the benefit of online banking enabling hirers to pay by bacs, purchase items on line, enter into the oil buying scheme. Saving time and money.

A full fire risk assessment and detailed written report was provided free of charge by one of the parishioners who is qualified in this role. Only a few adjustments to make – installation of hard wired heat detectors in closed areas, provision of signage on fire extinguishers and on the outside of the exit doors. Special thanks to Gary Bray.

Increase the facilities and bookings. 70 new upholstered chairs have been purchased due to arrive in a couple of weeks. Special thanks to TFAF and the Parish Council who have shared the cost with us. In future you should all be able to sit more comfortably.

We contacted several sporting bodies. Our aim to bring more activities to our village. We are being held back by lack of storage space for their associated equipment. Looking at how to make better use of our existing space. We are contacting and visiting other local halls where they have managed to do this.

Fundraising –Jacqui Lade offered to set up a Psychic Night is planned for the summer solstice on 21 June. As far as I am aware this will have the benefit of several mediums she knows to conduct this on a table by table arrangement. The Trustees will be providing the muscle power in setting up and organising the refreshments. Again a special thank you to Jacqui.

The current financial forecast based on known bookings is £900/year surplus. This amount is insufficient to make any significant changes to the hall. 2/3ds of the previous bank balance was spent before we took over. The fundraising Psychic night is hoped to provide us with by comparison significant funds. We have sufficient, fingers crossed, to cover any immediate emergency (boiler failure etc). But little else. The garden area near the car park had damaging shrubs which the previous committee had removed. It now needs tidying and some new plants would make it look good. Into the autumn we hope to plant some perennials, but for now maybe villagers with spare annual plants can send them or even better come and plant them for us.

I will end by thank our Secretary, Chris Miller for the detailed computer time which has taken many hours, creating a key record with photos, uploading all the necessary hire agreements etc. To our Treasurer Rob Allegun-Porter not only changing the banking arrangements, but seeking fundraising – Co-Op green disc (he applies every month), making application to easyfundraising and advertising us on Venue hire, to Tabatha Forbes for her IT skills and the early bookings, Doreen Gray for her historical knowledge of the hall, the village and ideas that worked and need to be reinstated and those that were not so successful. More recently Bev Shipley for her prompt attention to our booking requests. All give their time freely. Recognition of our caretaker Dean Forbes who keeps this hall in good fettle inside and out. Had a comment from our Trainer last evening on what a high standard the hall was kept in.

More support from villagers is welcome either as Trustees or on a specific task. It all takes time and effort.

I will finish with a date for your diary. The Annual General Meeting of the hall is set for 7th August 7.30pm here! As should be the norm an AGM will take place every year, certainly whilst we are members of the committee.