

# Badingham Village Hall Management Committee Minutes

## Charity No 304703

Meeting on Monday 23rd March 2026 at 7.15pm

### 1. Apologies for absence.

Present: Rob Picton, Charles Bainbridge, Martin Clark, Helen Picton. Apologies from the Parish Council.

### 2. Confirm minutes of last meeting (16th Feb 2026)

Accepted as a true record. All issues arising will be covered in the agenda

### 3. Matters arising:

- Acoustic panels – now installed with a few spares which might help in the meeting room. First impressions suggest it will make a big difference but will be tested at events coming up. The installation matched the quote (£930) which we will try to get paid this financial year. Rob to check if the PC is able to make a contribution.
- Heating quotations – still waiting for quotes for IR heaters to try and speed up warming the hall in a more economical way. We will now look at possible sources of funding including the Lottery.
- Licence application – is going through and will go to East Suffolk Council on 25<sup>th</sup> March. Charles has submitted the application on behalf of the committee and we then have 28<sup>th</sup> days to respond to any objections before the licence can be approved. This only covers events where a member of the management committee is present. Private events will need to apply for a TEN if alcohol is being served.
- Painting exterior- quotes are being collected by Rob and nothing has been agreed by the PC yet, so this work is on hold. WE feel it needs to be done before the exterior gets too tatty.

In addition, we are exploring the possibility of installing AVA equipment if the funding is available.

We will need a TEN to cover the Bar Night on 17<sup>th</sup> April. Martin to apply for this.

#### 4. Financial update

It will be helpful to review how we are recording income and expenditure at the start of the financial year. Rob to see if we can arrange a meeting with Caroline and the PC to discuss and develop our approach to finance.

Martin to ask Malcolm Knott if he is happy to audit the account again this year.

#### 5. Parish Council liaison

Rob and Helen to review our terms of reference and other documents so that we can look at them with the PC as trustees.

The Annual Parish Meeting is on 19<sup>th</sup> May at 6.00pm

#### 6. Bookings

Bookings have been steady and quite variable from week to week and the time of year. We are continuing to look for new users. April bookings are a bit thin but we do have an income of £200 for providing a polling station.

#### 7. Events

Blues night is coming up and tickets are selling well. Band to set up at 5.30 and bar to open at 7.00pm. Martin and Charles to meet at VH at 3.00pm to set out tables and 6.45pm to open the door.

For future events Rob will check with Mary Jane and Keith Tyrell about doing a music evening. Martin will follow up the possibility of a story telling event with Tim Laycock and we will explore possible talks on wildlife and ecology. We could also look a one on sailing to the Antarctic.

#### 8. Survey and hirer feedback

A few responses so far (including provision of coat hooks) and Rob will collate for next meeting.

#### 9. Creative Arts East

Membership of this might be useful and there is an annual subscription. They will subsidise or possibly cover/sponsor events and artists. Rob to look at this and report back – we all agreed to look at presence online.

#### 10. Updating Terms of Reference and other documents

AS noted in items 4 & 5 – we need to review and update our documentation and the way we work with the PC as trustees so that it is efficient for all of us.

#### 11. BCC request re Summer Fete

We have been asked if we would like to work with BCC on this event. Our current feeling is that we are stretched with village hall activities and at present don't have the capacity to take anything else.

#### 12. AOB and next meeting

We need a volunteer session to tidy up outside (front and back) and prepare the herb garden. We may also need to tidy up and stain seating and tables.  
**Martin to email volunteers and check dates.**

Helen **to discuss with Annie** (Enterprise Badingham) possibility of a “using herbs” or herbalist session to encourage use of the garden.

**Next Meeting: Monday 18<sup>th</sup> May at 7.15pm**