

Badingham Village Hall Management Committee

Minutes

Charity No 304703

Meeting on Monday 13th July 2026 at 7.15pm

1. Present, and apologies for absence.

Present: Rob Picton, Charles Bainbridge, Andrew Lindsley, Helen Picton and Martin Clark Apologies: Sally Judd

2. Confirm minutes of last meeting (18th May 2026 at 7.15pm) and matters arising.

The minutes were confirmed as accurate. The audit was completed by Malcolm and signed summary copies given to Rob. A copy to go to Caroline Byrne. Helen to arrange thank you gift for Malcolm. All other matters arising covered by the agenda.

3. Terms of Reference document review

We agreed that the Terms of Reference (ToR) need to be updated and there was a detailed discussion about how the management committee could operate more efficiently. Rob tabled an annotated version of the ToR with some suggested amendments. This included the possibility of operating with two accounts – one for day-to-day expenditure (bar, cleaning materials etc.) and one for longer term finance (grants and development funding). We also discussed the alternative of having a VH credit card for day-to-day expenditure. There will need to be clarity about the future role of the management committee and Trustees so that planning for the years ahead is effective.

We agreed that

- a) The Terms of Reference need updating.
- b) We need to find ways of streamlining finance arrangements and decisions.
- c) That the Village Hall annual meeting was a good target date for agreeing to any amendments and changes ready for next year.
- d) Andrew would take feedback to the Parish Council so as Trustees they could consider and discuss ways forward.

4. Financial update to include grants update

We have been awarded a £1,000 community grant by Adnams for sound equipment. Rob is looking at options and ways of extending this to AVA equipment with the possibility of developing film nights. This could be through screen and projector or a large TV.

We have submitted an £8,000 Lottery Grant application for improving heating with infrared panels. Rob and Charles are investigating possibilities and collecting quotes.

We have just received a request for the Field to Fork project evaluation which was completed in 2024. Martin to submit to East Suffolk Council and send copy to Rob.

5. Maintenance, services and supplies

We now have new more cost-effective providers for electricity (Octopus) and broadband (Fram Broadband). Broadband costs continue to be covered by the Parish Council. It was noted that the new router needs securing to the wall.

There is a small trip hazard in the main hall – Charles to look at it and see what can be done.

6. Parish Council liaison

Terms of Reference to be reviewed with the Parish Council (see item 3). Rob has sent some suggested updates to Caroline for discussion. As the PC representative at this meeting Andrew will feedback discussion at this meeting. It was suggested that the possibility of bringing the village hall insurance under the Parish Council “umbrella” coverage could be investigated and might be more cost effective. Rob to investigate and check there is no double duty.

7. Development Plan progress

The development plan is now on the VH page of the website. It was noted that we are mainly on track and most targets have been met or are in hand.

In the short term we need to apply wood preservative / stain to the outside furniture and improve the entrance area. In the longer term we must consider provision of coat hooks, try to level out the parking area and reduce trip hazards, and continue to upgrade furniture (particularly chairs which are falling apart). The provision of carpet tiles for the meeting room is on hold.

8. Hirings and events

A few updates:

- Art classes start in September – we hope they recruit enough to be viable.
- Curling is stopping as a regular session.
- Still trying to arrange other sessions e.g. yoga, fitness etc.
- We are on the lookout for other performers for music nights. Charles to see if Blyth River Blues Band might like a repeat in the autumn. A story telling evening is still a possibility.
- The next bar evening will be in September.

The VH will not charge for use of the hall on the Fun Day in September. We will provide a bar and keep the takings.

Winter Market to be last Friday in Nov (27th). Martin to check with the Community Café that we will operate in a similar way to last year. We need to start to attract stall holder over the summer – anyone interested to email badinhamwintermarket@gmail.com

9. Volunteer sessions

Herb Garden tidy up to be arranged for later in the summer + watering rota.

10. AOB and next meeting – Tuesday 22nd September at 7.15pm