

MINUTES OF A MEETING OF THE DUDDENHOE
END VILLIAGE HALL COMMITTEE HELD ON
THURSDAY 16 SEPTEMBER 2010 AT 8.00

PRESENT

Bob Reich - Chairman
Martin Bach
Jane Guy
Roberta Pearce
Susanne Reich

1. MINUTES

ACTION

The minutes of the meeting held 4 August 2010 were approved. The minutes would be made available on the Web site.

JG
MB

2. MATTERS ARISING

Village Hall Bookings: Susanne advised that she was having difficulties in contacting Maggie Last to obtain the bookings diary and that she had received three queries regarding potential bookings that she wanted to respond to as soon as possible. Once confirmed with Maggie the booking fees would be published on the web site.

SR

3. LONDON TO CAMBRIDGE CYCLE RACE

The Committee noted comments from John McAdams regarding the London to Cambridge Charity cycle 'race' that is held annually in June/July. The committee felt unable and unwilling to compete with the facilities provided by local pubs, the closest of which is not brewery owned. The committee would not wish to deprive local businesses of valuable income, particularly where we could not offer the same level of service or commitment. Bob agreed to discuss the decision with John.

RR

4. VILLAGE GREEN/ VILLAGE SIGNAGE

The committee noted comments regarding the 'village green' which borders the village hall site. The village hall committee has no statutory power regarding neighbouring land, if the hall committee wished to make use of the 'village green' an approach would be made to the Parish council and/or the properties that have access over the 'village green',

i.e. Rose Cottage and Mays Cottage.

With regard to signage in the village, the committee acknowledged the two types of signage – a Village sign and street signs.

The committee were generally in favour of a village sign, which could be sited on the Village Hall land, subject to the necessary permissions. A decorative sign could be expensive and would need the backing and promotion by a representative body such as the Parish Council. Village hall funds were not sufficient to promote a decorative Village sign, being for the upkeep of the village hall in the first instance. However the Village Hall Committee would be happy to pass the suggestion on to the Parish Council, with support but no financial commitment.

The issue of street signs in Duddenhoe End, Pond Street, Bridge Green and Wenden Lofts would also be addressed in a letter to the Parish Council as the committee felt that the provision of Street signs would be an aid to hirers of the hall and a positive tool in promoting the village. As an additional point, a letter to the Parish Council regarding signage should also ask for copies of the PC minutes, or such items that are edited for general publication to be reproduced on the Village Hall web site as being of general local interest.

RR JG

5. TABLES AND CHAIRS

Committee noted the likely dates for delivery of the tables and chairs. The actual cost was £192 less than the grant. Roberta would contact the Grassroots Grants officer to ask if the under spend can be used towards the cost of table cloths or if it has to be returned. Table cloths are considered essential over wooden tables and it was agreed to look at on-line sites and approach Saffron Walden Laundry for cheap and/or second hand table cloths.

RP

JG

6. HARVEST SUPPER

The committee discussed the following issues

- Menu
- Cost/charge
- Entertainment
- 'Waiting' at tables
- Raffle

- License
- Promotion

The agreed menu to be chicken and tarragon (cooked), jacket potato, green salad & coleslaw with dessert of crumble (apple), ice cream and cream. ALL

We should aim for a 20% profit/£11 per head – to include one free drink.

No formal entertainment, but a table top visual quiz and 'Roll the £1 coin'.

Under16's to act as table waiters, in line with tradition.

Better raffle prizes to be encouraged such as vouchers. The Pink Lady to be raffled – currently held by Nick Folkes – who should have written a poem, but it may be advisable to have one ready just in case.

Usual temporary event notice licence application to be made at a cost of £21.00, Jane confirmed that there was sufficient time to apply. JG

Promotion by flyer and posters to be distributed and displayed prominently. Martin suggested that these should be circulated before the end of September, so the question of chares should be decided as soon as possible. ALL

7. QUESTIONNAIRE

Martin advised that only a small number of questionnaires had been returned, it was agreed to circulate copies at the harvest supper and encourage completion at the event – this should be mentioned in the Chairman's speech at the event. RR

8. FUTURE EVENTS

Marin reminded everyone of the need to have items/activities programmed for future months. There was some discussion over the Christmas lights which had been a small scale event in the past, should it remain small scale for the future? ALL

9. ANY OTHER BUSINESS

Memorial Trees: Susanne had discussed the planting with James Davies (Greenfingers). Jane confirmed that funds were available although it was suggested that the families be asked for a small contribution.

SR
JG

10. NEXT MEETING

The next meeting to be held Wednesday 6 October 2010 at 8.00pm in the Village Hall specifically to deal with arrangements for the harvest supper on 16 October 2010.

ALL