

LITTLE BADDOW PARISH COUNCIL

A Meeting of the History Centre Committee was held in the Memorial Hall on June 23rd, 2025. The Meeting commenced at 7:00pm. In attendance: -

Cllr Barbara Teal - Chair

Cllr Carla Galea

Andrew Wiltshire

Caroline Ogden

Andy Coppel

Ian Wardle – Clerk

Members of the Public – 0

39/25 Apologies for Absence

Apologies received from Chrissi Frost and Margaret Martin.

40/25 Declarations of Interest

None declared

41/25 Approve the Minutes of the 28th April 2025 Meeting

Committee approved the minutes from the meeting held on the 28th April 2025 and they were signed by the Chair.

42/25 Public Participation

There were no members of the public in attendance.

43/25 Static Card Reader

Committee members discussed the need for a static card reader that would encourage visitor donations and allow greater flexibility with the existing card reader when holding events. Committee approved the purchase of a static card reader up to a value of £150.

44/25 Printing of New Events Programme

Committee agreed to a print run of 100 copies of the new programme of events for distribution around the village and surrounding areas. The inclusion of a QR code in the poster was proposed and agreed by Committee members.

45/25 Cream Tea Event

The 'Cream Tea' event was discussed and the date agreed was 3rd August 2025 between 2pm and 5pm. Andrew Wiltshire kindly agreed to arrange for the Church car park to be available for visitors. Andy Coppel will check on the availability of the children's play equipment stored on site and confirm whether it can be used for the event. The Clerk to check on the need for an alcohol licence if wine was to be served.

46/25 New Date for 'Authors' Event

Committee discussed the planned 'Authors Event.' Due to potential clashes with other events and to provide adequate notice for authors to participate, the date will be set for late November 2025.

47/25 Winter Fayre

Following the discussions on timing for other events it was agreed that rather than a winter fayre it would become a spring event. The date agreed was Saturday 4th April 2026 and being the Easter weekend would be promoted as the 'Easter Craft Fayre'. It would complement the opening of the History Centre and the planned 'Little Baddow Trade & Industry' exhibition.

48/25 Any Other Business

The following matters were discussed:

- Committee received an update on the new outdoor sign board that can be positioned at the entrance to the URC when the History Centre is open.

- It was proposed to obtain a 6' by 3' banner to further promote the History Centre at a permanent location on the boundary of the URC. Andy Coppel to check with the Church and advise on specific location.
- Discussions around the configuration of the desks in the building was prompted by feedback from possible room hirers who cancelled because they could not get a satisfactory layout. The desks can be removed completely if needed and this flexibility should be highlighted to future potential room hirers.
- A 'Recognition of Services' award for a volunteer member of the History Centre was discussed and agreed. The Chair to organise a letter of thanks and £50 voucher.
- The Clerk raised a point about the costs incurred by the Parish Council in maintaining the building that were agreed to be funded by the URC. The amount outstanding is £1,864 (Email of 8th May to A. Coppel) and it was agreed that further work to resolve the woodworm issue in the cart lodge of approximately £200 will be included in an invoice the Clerk will forward to the URC when the works are completed. Andy Coppel advised that there are significant utility costs that are the responsibility of the History Centre/Parish Council, and he will forward details. It is possible that there is an 'offset' opportunity to settle the respective accounts.

49/25 Date of Next Meeting

The next meeting of the committee will be on the 15th September 2025 at 7.00pm in the Memorial Hall.

Agenda item to be included: List of Events 2026

The meeting closed at 8.20pm.