HOCKWOLD VILLAGE HALL Committee Minutes

6th March 2025/ 4:00 PM / VENUE: Hockwold Village Hall

Hockwoldvillagehallsecretary@gmail.com

Committee Members Present: Sue Annear, Colin Holman, Gina Sizer, Chrissy Cottell, Peggy Baker and Maria Day, and Samantha Newman

32. To receive and approve apologies for absence - CC

Emma Owner, David Sismey and Hilary Cox

33. Approval of Previous meeting minutes - SA

Approved and signed

34. To receive any declarations of interest from Members: CC

No one declared any conflict of interest.

35. Action List Update: CC - Request updates on some topics on Action List

a) Flat Roof: CC - Quotation received from Camtech and Video whatsapp seen by all. All decided the roof was an urgent matter and CC to go out to at least 2 more companies and a decision to be made at the next meeting.
b) Cleaning Contract: GS 3 Quotations received. Details of which read out and copies given. It was agreed by all that Option 1 was possibly the way forward but needs more discussion. A cleaning group was voted and agreed by all. Members elected. SA GS and CC to hold separate meeting on the 10th March 2025 and report to committee at the next committee meeting.

36. Policies Final Agreement: CC - Email sent out with Final Drafts for everyone's approval.

Complaints Form and Policy

Safeguarding - Health & Safety - Environmental Policy - Equality & Diversity

Emergency and Medical Emergency Procedures - Licensing Regulations

Approval for all: Proposed by MD and Seconded by CH and approved by all.

37. Financial Update: CH

a) Final Accounts for 2024 have not been audited as yet, so unable to upload to the Government website.
b) 3 x Quotations for Auditors - Outstanding - CC to collate possibilities and email CH with the information.
c) Statement of Financial Accounts: Handed out to all and discussed. Date needs changing to 25 not 24. The Defibrillator title needs changing to Defib and Blood Kit. Income so far this year. £1426.00 Outcome £2283.35 Deficit being: £857.35
d) CH Signed up for 3 years as agreed by all via email - Electric Supplier - British Gas
e) Bank Signatories: GS - Document for SA and CH to sign will then give her access. CH Signed - SA taken away to sign and will hand back to GS Monday. SA will go back to the bank and try again as still struggling to obtain correct paperwork.

38. Bills of Accounts: CH

All below paid: All approved as discussion beforehand on whatsapp discussion.

Ashill Fire Extinguisher Invoice:
Oil
Blood Kit
Kitchen Fan

Below not paid as yet:
Sue Annear for copying of keys - Receipts handed to CH
Decorators Invoice - SA handed CH Invoice
DS for Ladies toilets cupboard locks - (CH not received receipt as yet).

All proposed for approval by: CC - Seconded by GS and everyone agreed and approved.

SN had to leave the rest of the meeting for personal reasons.

39. Lettings Report: GS

a) GS informed the committee that bookings are coming in on a regular basis.
b) CC asked - are they locals booking ie: Do we need to advertise on FB to other village FB pages? Proposed by MD Seconded by GS and approved by all.

c) GS informed the group she had received an email of complaint from Vivienne Morris stating how disappointed she was that the week they always have for the yearly HATs production was not available.
GS explained that no information was passed from the previous committee and apologised on the new committee's behalf. GS explained that after a few emails back and forth that GS has managed to change other bookings to give HATs their normal week and GS now aware for future years.

40. Hire Agreements and Standard Conditions Update: GS

Final Drafts were emailed out for everyone's approval.

a) GS highlighted that SA signature, date and review date need to be added. CC agreed to add these and reload to website and send to GS

b) Electrical Information also needs to be added see Point 42. CC will amend.

Otherwise: PB proposed - Seconded by MD and all approved.

41. Deep Cleaning Update: SA

a) SA Informed the committee that the Deep Clean carried out by approved contractor SOS was not as expected. SOS sent some cleaners back and CC and SA and SOS met up Saturday 1st March and again, we could not accept the work done. At this meeting SOS proposed that he would not charge for the work and SA and CC accepted this offer.
b) We had a discussion about whether to employ another Deep Clean company or not and decided the time is not right as with the possibility of new radiators being fitted and the floor being specially done in the near future. SA is going to ask her contact to see if they have time to give us a quote to get it to a high standard before we appoint a new contracted daily/weekly cleaner.
c) Window Cleaner - We do not know who our Window Cleaner currently is: No one is happy with the cleaning - the shutters have never been removed. Some have locks and some just bolted.
CC requested to obtain 3 quotes for Window Cleaners - Externally and Internally.
d) Locks on External Window Shutters - Not sure if we have keys or not. GS to check keys and if locks are working or need new?

42. Insurance Update: CC Areas to discuss after reading through the document.

a) 3rd Party Contents - Not Insured - Committee discussed and asked CC to send letters out to all Parties that have contents stored in the hall, that they need to have their own Insurance as not covered by our Insurance.
b) Electric Bikes, Mobility Scooters and Phones - Discussed, not to be charged in the hall and the need to be on Hire agreement CC to amend.
c) Any Electric Products used in the Hall by 3rd parties - Discussed: Any electrical product must be in good condition and must be Insured by 3rd Party for any loss or damage. Needs to be on Hire agreement CC to amend.

43. Capacity Figures: CC Email sent out with Final Capacity figures for approval.

Capacity Figures emailed out.

SA Proposed PB Seconded and approved by all.

44. Fire Assessment Update: CC

The Risk Assessor has visited and we discussed various requirements. We need to Vote for a Fire Marshall and have an additional 2 trained. Fire Risk Action Plan - Vote on Sub Group to have separate meetings and update the full committee as required.

a) Volunteered and Approved:- GS CC MD
b) Approved but not volunteered officially as yet. DS

45. Website: CC Update on New Website for HVH

I have added our calendar to the website - However, do we wish the public to be able to see it? If you wish the calendar on the website, but only so the committee can see it, then it will cost £4.99 per month +vat.

a) It was discussed and decided that the calendar was not required on the website and it is to be removed.
b) Many were having issue's opening documents from the website. CC to have a look and see what can be achieved.

46. Communication: HC

To go over communication protocol and management of communication. - HC

We have had to move this action to the next meeting as HC is unable to attend this evening.

47. Plumbing Emergencies Update - SA

Leak in Disabled toilets and Urinals in Men's toilets.

J Arnold has been out and battery not working for Urinals and not been for a while. DS was dealing with J Arnold and unsure of outcome/action/price.

GS - Lee has quoted for battery and to clear pipes of internal scaling at a price of £200.00

Another quote required. CC was requested to obtain another plumber.

It was discussed and this is a prime example of One person being responsible for Maintenance and DS was mentioned but DS not at the meeting. To ask and request at the next meeting. As 3 people involved in one action is not ideal.

It was also mentioned that the traps and further pipes were behind boxing and they could be leaking/need replacing, but at this time we take it they are ok.

48. Blood Kit - CC on behalf of DS

Do we agree to send the lockable cabinet back for a non-lockable one?

We have all seen whatsapp messages from DS. A discussion was held and as long as the lockable cabinet is usable unlocked then no reason to send it back, to be used as is.

Proposed by CH - Seconded by GS - approved by all.

49. Easyfundraising - CC

Explain to all how it works - vote they are happy for the site and to advertise it?

CC explained - Amazon orders to obtain donations you need to go to easyfundraising main page - search amazon and then it will go to your amazon account and order as normal. Also, if you read the easyfundraising page it will say you can set it to enable it to give you notifications of websites searched/visited that they give donations via easyfundraising. Do you wish them to donate or not and you just say what you wish to do.

Does not cost you anything extra!

50. Mask Situation - SA

Do we still have any masks and if so, what is the situation with them? Are they still in date, have they got filters, can they be sold?

We still have 100's of them - Small, Medium and Large Boxed. Not dated and they do not have filters with them.

If EO can use some, please advise asap. Otherwise CC to see if she can sell them.

51. The workload of committee - SA on behalf of EO

EO would like it minuted that the Committee are working so hard to get things in place, which have clearly been outstanding for a long time

52. Next Meeting Date:

Meeting Ended at: 17.10 Hours

Next Meeting Date: 24th March 2025 @ 3pm HVH Meeting Room