HOCKWOLD VILLAGE HALL Committee
MINUTES OF MEETING

7th July 2025/ 3:00 PM / VENUE: Hockwold Village Hall

Hockwoldvillagehallsecretary@gmail.com

Committee Members Present: Sue Annear, Colin Holman, Chrissy Cottell, David Sismey, Maria Day, Gina Sizer and Guest Attendees: Parish Clerk - Hilary Cox, Fire Risk Advisor: Raymond Lane

109 Welcome from Chairperson - SA - Thanked everyone for coming and giving up their time.

110 To receive and approve apologies for absence - SA - Emma Owner sent her apologies.

111 Approval of Previous meeting minutes - SA - Proposed MD – 2nd GS – All agreed approval.

112 To receive any declaration of Interest for any voting on today's agenda - SA - SA informed the committee she would prefer not to vote on the LED contractor as is familiar to all contractors.

113 FSC - Fire Safety Committee Update: - DS/RL

a) **Assembly Point Sign – Community Park** – DS informed the committee that written agreement has been received from the community park to have this attached to the school fence.
b) **Quotes for Signage requirements** – To be approved - RL had emailed the committee with a copy of the 3 quotations received prior to today's meeting. UK Safety Store – Apex Signs - Impress Express. RL discussed the pros and cons of each. GS asked if we could print any of the signage ourselves to save a bit of money. This was discussed but agreed that for the overall cost of all the signage, we should keep to professional signage throughout the building. CC Proposed UK Safety Stores to win the project. Seconded by: GS All Agreed.

c) HC requested a costing as a matter of urgency of the various Fire and Safety Improvements to enable her to approach councillors for funding. CC will send estimated costs.
d) DS stated that filling the holes in the Boiler Room and Electricity Cupboard required from the FRA – will be too much for him as cables coming from every direction and would not be comfortable even attempting. It was agreed for CC to go out to various companies to obtain quotations.
e) DS Kitchen Bin – Ring/Hooked to be fitted to wall to enable black bins to be hung for rubbish at each event requiring use of said item. DS will obtain a price for Bin Ring and request an agreement to purchase and then agree to fit.
f) RL Fire Alarm requires testing once a week – Discussed when most suitable and the fact it is too much to ask one individual to do. After discussion it was agreed that training would be given to all **21st July 2025 @ 4pm** – Volunteers for regular DS/CH - HC/GS 4pm on Monday's. a 2-person job would work easier, but one person is able. Other committee members in emergency. Notice to go out to local residents that this will be the case.
g) Weekly Fire Alarm Test requirement was queried. CC checked and google agrees once a week is a requirement for village halls in the uk.

114 Lettings Update - GS – GS Informed the committee that she has emailed Sandra – *Little Blossoms* to confirm if they are starting on the 14th July every Monday morning or?? – Nothing heard so far to date.

Hire Details Pre meeting			
Date	**Hirer**	**Amount**	**Paid**
13th April 2025	Colin Holman private party	£ 72.00	☑
10th May 2025	Sara Stoking Private Party	£ 30.00	☑
11th May 2025	VE Celebration	FOC	☐
14th June 2025	Jason Sidney Private Party	£ 60.00	☑
22nd June 2025	Abbie Long (edwards)	£ 36.00	☑
28th June 2025	Nina Hannon WI	£ 48.00	☑
			☐
			☐

Hire Details Post meeting

Date	Hirer	Amount	Paid
12th July 2025	Village Yard Sale	FOC	☐
14th July	Little Blossoms (weekly) ?	£ 54.00	☐
19th July	Laura - Stampin Up	£ 72.00	☐
20th August 2025	Playing Field AGM	£ 20.00	☐
31st August 2025	Emma Rawlinson private party	£ 48.00	☑
13th September 2025	Laura - Stampin Up	£ 72.00	☐
20th September 2025	Hats Quiz	£ 40.00	☐
4th October 2025	Laura - Stampin Up	£ 72.00	
25th October 2025	Sarah Grass private party	£ 48.00	

Details Regular Hirer's

Date	Hirer	Amount	Paid
Jan-Apr term	School	£ 750.00	
Apr	Karate	£ 80.00	
May	Karate	£ 130.00	
June	Karate	£ 100.00	
Jan-mar	Badminton	£ 160.00	
Apr -june	Badminton	£ 140.00	
July - Dec	Friendship club	£ 176.00	
October (yearly)	WI	£ 288.00	
Monthly	Mini Market	FOC	
Monthly	Parish Council	FOC	
5th July	Hats (murder mystery)	£ 100.00	
13th July	Hats Auditions (part of panto cost)		

sent

115. **Financial Update - CH -**

a) CH Discussed below statement of activity with committee..

SA highlighted we are well behind on takings compared to the budget for the Hiring of the hall.

CH – Karate moved to regular Hirer, rather than casual.

GS – Often Friday Evenings are requested of which we have to turn away because of the karate booking.

HC – Suggested GS make records of how many bookings we are possibly turning away and to report back.

GS – Badminton – Not using as much as they used to – one because of price increase, secondly, they have not got the membership.

b) Financial 2024 Accounts Auditors Report – CC emailed copy of the auditor's report – Can we have approval to upload to Charity Commission please? Approval Proposed – MD – Seconded GS – Agreed by All

116. Bill of Accounts – CH – CH Discussed Bill of Accounts (see below) and apart from British Gas being an estimated bill when we have a smart meter (which CH will query as to why estimated). DS and CH took readings and the estimate was not far off.

SA Proposed that the Bill of Accounts was a true and accurate record.

Seconded by CC and approved by all.

Hockwold Village Hall
As of 04/07/2025

Statement of Financial Activity
Year ended 31st December 2025

	2025	Budget 2025	2024
Incoming Resources			
Hall Hire Regular	2608.00	5900.00	5391.00
Hall Hire Casual	622.00	2100.00	1886.75
Defif and Bleed Kit	750.00	0.00	1061.78
Donations and Grants			
Mini Market	196.00	500.00	673.00
other income	50.00		
Total Incoming Resources	4226.00	8500.00	9012.53
Resources Expended			
Administration Expenses			
Caretaking & Cleaning	1455.66	3500.00	2940.81
Insurance	0.00	1200.00	1130.75
Licences	81.00	200.00	504.11
Electricity	532.33	1350.00	1189.07
Oil	312.96	900.00	558.29
Water	148.78	210.00	180.82
Repairs and refurbishment	12654.86	1600.00	162.19
replacement parts for defribrillator	497.99	370.00	665.78
Equipment testing/installation	667.20	250.00	202.40
Improvements	0.00	6000.00	227.95
Donations	0.00	25.00	
Admistration	123.99		
Total Resources expended	16474.77	15605.00	7762.17
Net movement in funds	-12248.77	-7105.00	1250.36
Balnces b/f 1.1.2025	19043.29	19043.00	
Balance	6794.52	11938.00	19043.29
Llyods Bank	6794.52		
Plus Uncleared ChequesPlus	0.00		
Nett Funds 26/04/2025	6794.52		
	0.00		

Hockwold Village hall

Bills Of Account

Jun-25

	Expenditure		
D Sismey	Wicke/Screwfix	Locks Wood	95.59
Blaztech	Fire Safety		1302.00
British gas	Electricity		65.32
			. 1462.91
	Income		
Academy Trust	use of hall spring term		750.00
Donation for masks			50.00
Sidney jr	Use of Hall		60.00
A Edwards	Use of Hall		36.00
Hockwold PC grant			750.00
Rawlinson	Use of Hall		48.00
			1694.00

117. Replacement Brackets for Guttering Update – DS – 10 brackets £8.39 Agreement for purchase requested. Proposed by SA – Seconded CH – Agreed by all.

118. Yard Sale – Christmas Fayre – Village Pensioner Date (+Tea and Coffee) – GS

a) Yard Sale – 12th July 2025 – Helpers agreed – 9 am Start!

b) Christmas Fayre – Saturday 13th December 10 – 4pm £10 per table

c) Village Pensioner Event – Tea/Coffee/Cake – Donation? - CC – 17th December 2 – 4pm awaiting confirmation if Parish Council are able to make a donation or not.

119. Action List – CC

a) CC - Stench from Parish Council Cupboard – HC It appears the stench was not just from the cupboard but in the general area, as HC had others contact her regarding the same issue. HC contacted the water company and they came out twice of which the 2nd time the stench appears to have disappeared – we are hoping this is a permanent fix – no more action at this time.

b) DS – Sealed Unit – Needs help fitting ie: one person inside and one outside. Because of school bookings it was decided this will be done after the 22nd July – Dennis via MD and RL volunteered to help.

c) Committee Cleaning Update – MD and GS have been cleaning and doing the Kitchen and signing the rota on the kitchen notice board. CC – Cleaned Tables (forgot to mark rota) – it was agreed that we will keep to the same duties as not too much hard work for either and it was decided that the fans were a contractors job as up high (to be discussed further).

d) SA First Aid Kit – SA is not confident with requirements to look after the First Aid Kit – this was discussed and mainly it means checking the box on regular intervals to make sure if anything has been used it is replenished and to keep an eye on date (ie if anything goes out of date it will need replacement). A list of products required in kit was emailed to SA by CC. Any major incident in the book will need reporting to HSE but if there was anything, we would have been made aware.

120. Emergency Contractors Forms – CC

Previously emailed out to committee – Approval required?

Proposed – MD – Seconded GS and Agreed by All CC to add to Website

121. LED Lighting Update – SA Quotes and Vote on Contractor – 3 Quotes received from: Brunning Electrical Services– CTE Electrical and SOS the quotes were discussed.

CC Proposed: Brunning Electrical were contacted and if a 3-year Warranty was offered the price was fixed and they take old products away that Brunnings are offered the contract. If they cannot offer the above will have to go back to committee and possibly more quotations required.

Seconded by: GS and agreed by all.

122. Donation Sample Letter - CC - HC went over sample and it requires amendments – CC will edit and bring back to next meeting.

123. Matters Arising – CC

a) Key to External Notice Board – RL – RL mentioned old documentation in Notice Board. GS the key for Village Hall to use and HC for Parish Council use. GS Poster for Yard Sale.
b) SA – Suggested Fengate Fasteners be sent a Thank You Letter. CC to send.

124. To be added to Next Agenda/Meeting - CC

Donation Sample Letter

Easy Fundraising

Meeting Ended at: 17:00 Hours

Next Meeting Date: August 11th 3 – 5pm

3rd June Minutes – Signed Off with Committee Agreement

Signed Sue Annear:

Signed C Cottell: