HOCKWOLD VILLAGE HALL COMMITTEE MINUTES FOR MEETING

20th October 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, Clr. Samantha Newman and Guest Attendees:Fire Risk Advisor: Raymond Lane

152. Welcome from Chairperson – SA

Thanked everyone for their time in between but also attending each meeting.

153. To receive and approve apologies for absence – SA

Emma Owner

154. Approval of Previous meeting minutes.

Propose Approval - SA 2nd GS - All Approved.

155. To receive any declaration of Interest for any voting on today's agenda – SA

No declarations were made for today's meeting.

156. FSC - Fire Safety Committee Update: - DS/RL

Report From RL on Current Status since last meeting.

1. **Fire Assembly Point sign** (13.16) Fitted & completed.

2. **Meeting Room Fire Exit** - When we last spoke you were looking at the plastic runway for the grass outside the Function Room's Fire exit door. (13.9) Action to install was agreed at the last meeting but the plastic runway is not yet in place. *Discussed and DS agreed to Install asap* - Thanks DS

3. **Bin and Hook in Kitchen.** Fitted & completed with new signage. Donated by RL - Thanks RL

4. **Holes in walls**, **electrical cupboard and boiler room.** No change since last meeting. I approached a company regarding sponsorship who suggested a firm that could help us. I went to see the company, and they suggested that they could help us with the fire doors, the holes in the wall and the surround for the electrical cupboard. They requested that I send them a copy of the Fire Risk Assessment, and I obtained the committee's approval to send them a copy. Since then, the contact at the company has not been in touch either by phone or email. RL to try and obtain a face to face with the person involved and see what (if anything) is still on the table.

5. **Fire Plan.** My thanks to David for the hand drawn plan of the hall that he gave me. From that I have created a Plans pack for each member of the HVH Committee. Completed. RL to send CC Digital copy for Website - Notice Board and send to any others that request it.

6. **Smoke Alarms -** Original quote of 3.5K to expensive..RL going out for other quotes.

7. **Electrical Cupboard**. See No. 4 Holes in Walls above.

8. **Fire Doors** - Anything to do with the Fire Doors is 'On Hold' pending funding.

Current Status

Current Status	No. of Items	Comments
To Be Started	6	7.12, 10.8, 14.5, 16.5, 19.4 and 19.5
In Progress or partially completed	10	7.2, 7.10, 11.5, 12.1, 12.13, 13.9, 17.1, 19.1, 19.6, 21.1
On Hold (Due to financial status)	12	9 Related to Fire Doors 7.8 (Boiler), 14.11 (Dust Covers), 17.2 (Smoke Alarms),
Completed	29	All Other Points
Total	57	

CC - Thank you, RL. What you have done—and continue to do—is far beyond our expectations, and we as a committee are truly grateful. Your expertise and dedication, especially regarding our Fire Risk Assessment issues, have been invaluable. Your input has been fully supported by SA and backed by CC, with unanimous agreement across the board. We simply couldn't do this without you—thank you for being such a vital part of our team.

157. Lettings Update - GS

The Bake & Brew Box - Discussion was held on what to charge as using the car park and nothing else. It was decided to inform them that a minimum of £5.00 per hour, but will accept more to our Crowdfunder Page. Proposed SA 2nd MD - agreed by all.

Bouncy Castle - This was discussed again as we lose many potential hire's as we do not have Insurance for a Bouncy Castle. We know you can get Insurance as Bouncy Castle companies have their own Insurance, of which we would require a copy of said Insurance. It was also discussed for us to ask our Insurance company if they could add to our Insurance, how much would it be. CC to contact the Insurance company and report back.

Hire Details Pre Meeting - We all had copies - discussed with no questions.

Hire Details Post Meeting - We all had copies - discussed with no questions.

Details Regular Hirer's - We all had copies - discussed with no questions.

RL - requested Orange highlights instead of Yellow as colour blindness - you cannot separate yellow and the white background.

158. Financial Update - CH

SN - Queried Replacement parts for Defibrillator - Replacement part for Defibrillator is on the Parish Council Budget, it cannot be on both?

Where the village hall financial report reads replacement parts for the defibrillator should actually read Bleed Kit…. CH to amend the Financial Report accordingly.

Water Bill - We are on a smart meter, however, the water bill was higher than normal last quarter. We have now received a deduction from our next quarter. Average Quarterly bill approx £40

Receipts Handed In at Meeting:

Bleach	26.00
Carbon monoxide	15.00
Toilet Paper	18.92

Proposed for approval of Payment: CC 2nd MD - All Agreed

Currently Unable to Authorise

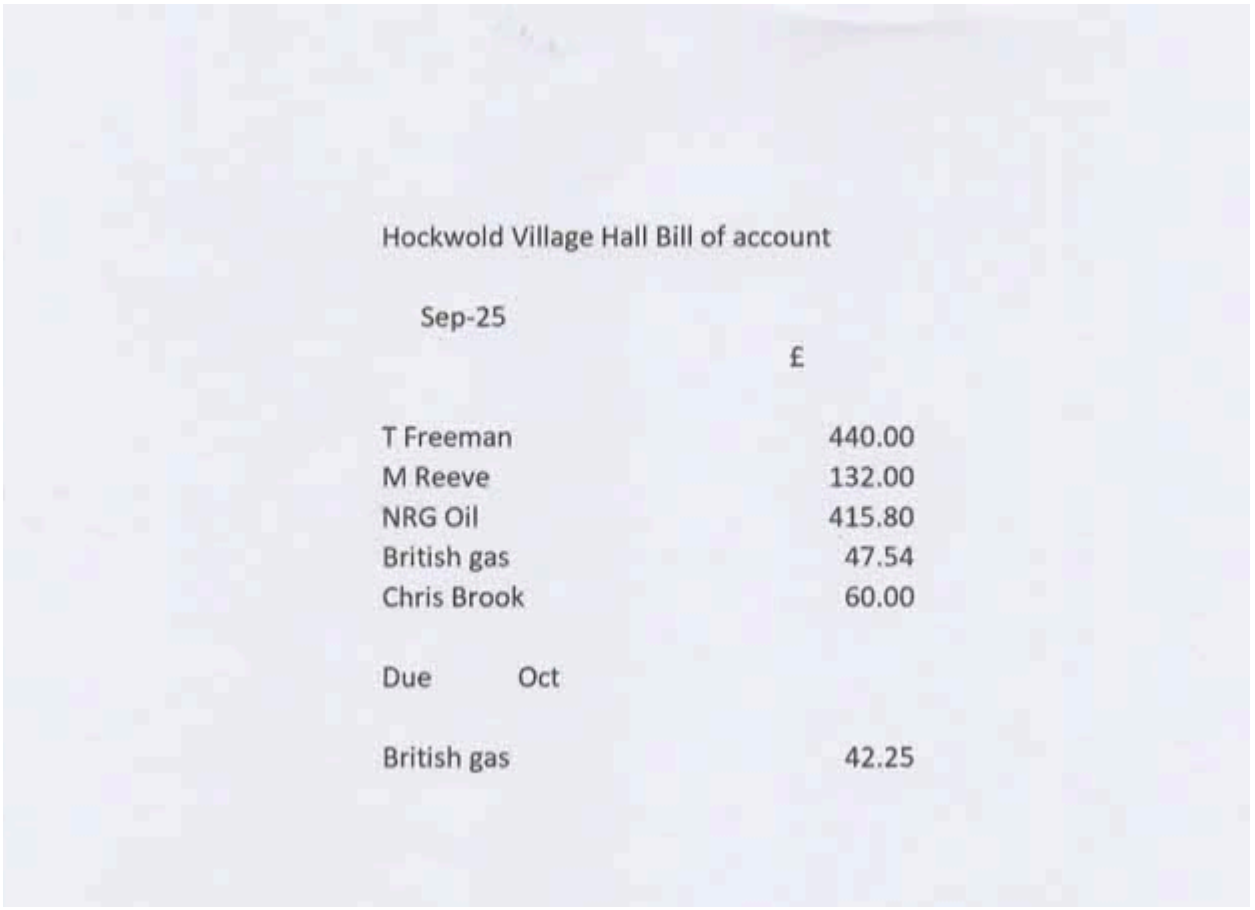
SA Informed us that currently she is unable to authorise any payments in the normal online manner - this is being sorted. In the meantime a Card and Pin Number has been issued as a temporary basis, fingers crossed this will help in the meantime.

Hockwold Village Hall
As of 13/10/2025

Statement of Financial Activity
Year ended 31st December 2025

	2025	Budget 2025	2024
Incoming Resources			
Hall Hire Regular	4074.00	5900.00	5391.00
Hall Hire Casual	938.00	2100.00	1886.75
Defif and Bleed Kit	0.00	0.00	1061.78
Donations and Grants	930.00		
Mini Market	384.00	500.00	673.00
other income	60.00		
Total Incoming Resources	6386.00	8500.00	9012.53
Resources Expended			
Administration Expenses			
Caretaking & Cleaning	2455.66	3500.00	2940.81
Insurance	0.00	1200.00	1130.75
Licences	81.00	200.00	504.11
Electricity	672.95	1350.00	1189.07
Oil	728.76	900.00	558.29
Water	148.78	210.00	180.82
Repairs and refurbishment	13830.98	1600.00	162.19
replacement parts for defribrillator	497.99	370.00	665.78
Equipment testing/installation	786.87	250.00	202.40
Improvements	0.00	6000.00	227.95
Donations	0.00	25.00	
Admistration	123.99		
Total Resources expended	19326.98	15605.00	7762.17
Net movement in funds	-12940.98	-7105.00	1250.36
Balnces b/f 1.1.2025	19043.29	19043.00	
Balance	6102.31	11938.00	19043.29
Llyods Bank	6102.31		
Plus Uncleared ChequesPlus	0.00		
Nett Funds 26/04/2025	6102.31		
	0.00		

159. Bill of Accounts - CH



Hockwold Village Hall Bill of account

Sep-25

	£
T Freeman	440.00
M Reeve	132.00
NRG Oil	415.80
British gas	47.54
Chris Brook	60.00
Due Oct	
British gas	42.25

160. Christmas Fair Update – GS

20 Stalls have been booked for the Christmas Fair - List of Stall types will go in Notice Board - it was requested that each committee member be forwarded a copy of this poster to enable others to print off and advertise the event also.

Bowls Club have asked to sell Bacon Rolls.

Discussed and decision made: £10 as though having another stall.

CC Proposed - 2nd DS - Agreed by all.

161. Schools Questions and Possible Offer – CC

Emma Owner and Colleague sent apologies that they could not attend this meeting.

The school's H&S turned up at the hall without notification on the 6th October 2025 and found some issues with the hall. Which means that until rectified the school cannot use the hall.

For this reason the Academy Transformation Trust offered to pay for an Asbestos Survey/Finger Plates for some Doors and Update of some electrical sockets that need replacing.

This offer was accepted via email during the week by the committee as a whole.

The Asbestos Survey carried out over the weekend sounds positive, but awaits an official report.

CC - to email EO requesting a copy of the report as soon as she receives it.

SA - I will contact the school to discuss these matters further because no representative of the school was present at the meeting today. The school and the hall are important to each other and these concerns need to be resolved as a matter of urgency.

162. Legionnaires Survey Quotes and Asbestos Survey Quotations – CC

Asbestos Survey - Done and paid for by the School

Legionnaire survey quotations -

The three companies that have quoted are all very similar in price. The committee asked if CC would look up Trust Pilot and the like reviews and where the company is based ie: if possible more local preferred and to report back at next meeting.

SA - Believes there is a company near Newmarket. Will try to find out contact details and pass onto CC to obtain quotations.

163. Window Cleaning Frequency - CC

It was discussed and decided to trial a quarterly Window and Door Clean rather than every 2 months.

Proposed DS - 2nd GS - agreed by all

CC to email Summitt Cleaning Company requesting the change of frequency.

164. Internal Cash Transfer Form Approval – CC

CH was not entirely happy with the proposed form - for reasons off he will never have any Petty Cash for example.

The only reasons he may be given Cash is Donations/Fundraising and possibly leave Other on the form. Remove any other reason.

CC to edit form and produce again and next meeting for approval.

165. PAT TESTING – List of equipment – Fixed Equipment needs testing again? – CC

CC discussed the list of equipment found by RL and herself.

Some listed were Hard Wired which would have been tested in 2022 - this type of electrical equipment is covered for 5 years before requirement to test again. (2027).

It was decided that “Mayes” Chosen contractor for PAT Testing be requested to test Plugged equipment only on our next inspection 22nd November 2025. CC will email them a list of equipment for testing.

Approval Proposed - SA 2nd by MD agreed by all

166. Governance & Constitution Update – CC

Time was running out for this meeting. Both above mentioned needed more investigation and edits before finalisation for approval. CC to work on further and bring back to committee in the near future.

167. Matters Arising – CC

CH - Water Usage Men’s Urinals -Did you speak to JA reference reducing Water usage? - All sorted now as mentioned earlier. The water bill has been re-read and credit now shows on the latest Invoice.

RL – **A Board Update-** RL has repainted - Cleaned and attached new chain. CC requested more chains to attach to the front door hook or similar when in use, as can see it going walkabout or flying in high winds.
SA will check her supply back home and see if she has any spare.

CC – **Noticeboard Update -** Relevant documents now up in Notice Board - Others like Fire plan for example to be added.

SA - **Thankyou Card to Pauline Arnold** - SA thanked CC for sending a thank you card to PA for all the work she does for the mini market to happen and help raise funds.

SA - **Parish Council September Meeting** - Confirmed CC and herself attended the Parish Council Meeting - points raised were as below:

1. I would like to thank the Parish Council for their grant of £750 for the new LED lights in the Hall which have been fitted for a total cost of £1,011.74 so the Hall funds paid £261.74.
2. There are 131 total projects. 97 have been completed, 14 are outstanding, 14 are in progress and 6 are ongoing.
3. Outstanding main projects at a cost of approximately £32,000 include 5 new fire doors and a new boiler and radiators.
We need an asbestos survey at a cost of about £500. This could be a problem if asbestos is found because, in the worst case, the Hall would have to be closed and money found to carry out any work needed.
4. In progress main projects at a cost of about £2,500 include smoke detectors.
5. Ongoing main projects include weekly testing of the fire alarm system on a Monday afternoon at 4pm.

Monthly meetings continue but funding is an issue. The hall has regular users but we would like to attract more hirers including one-off hirers.
The committee has been active in trying to raise some funds and promote the Hall by taking part in the Yard sale on Saturday 12th July and by organising a Christmas Fair on Saturday13th December and possibly a quiz at the beginning of next year.

If we apply for any grants for the Village Hall, we need to have Governance and Constitution documents which we currently don't have. I would like to ask the Parish Council if they would fund you, as the clerk, to assist us in writing them, with your agreement.

Finally, I would like to pay tribute to the members of the committee. They all work together and give their time and very valuable skills to keep the Hall well maintained and within the strict regulations that now exist. The Fire regulations are considerable so I would also like to thank our Fire Risk Advisor, who is not a committee member, for his time to make sure the Hall conforms to the regulations.

168. To be added to Next Agenda & Meeting - CC

Asbestos Survey Result

Cash Transfer Form Approval

Legionnaires Survey decision of the company to employ needs to be made.

Fire Plan - Digital Copy update

Governance and Constitution Update

School Update

Funding Update

Window & Door Cleaning frequency Update

Meeting Ended at: 17:00 hours

Next Meeting Date: 1st December 2025 3pm - 5pm

8th September 2025 Meeting Minutes – Signed Off with Committee Agreement

Signed Sue Annear:

Signed C Cottell:

Propose Approval - SA 2nd GS - All Approved.