HOCKWOLD VILLAGE HALL COMMITTEE
MINUTES FOR MEETING

2nd March 2026 / 3.00PM / VENUE: Hockwold Village Hall

Hockwoldvillagehallsecretary@gmail.com

Committee Members Attendees: - Sue Annear, Chrissy Cottell, Maria Day, Gina Sizer, Gary Sanders, Beverley Andrew and Non-Voting Member: Cllr. Samantha Newman – Raymond Lane – Volunteer Fire Risk Advisor and Guest Hilary Cox - Parish Council Clerk

219. Welcome from Chairperson – SA - Welcomed and thanked everyone for attending today's meeting.

220. To receive and approve apologies for absence – SA

Colin Holman, David Sismey, Emma Owner

221. Approval of Previous meeting minutes. SA/CC

2nd February 2026 Minute Approval - Proposed MD Seconded BA Agreed by All

222. To receive any declaration of Interest for any voting on today's agenda - SA

GJS - Hats Related Topic

223. Lettings Update - GS

Bouncy Castle situation now highlighted on website and Facebook - CC offered to see if she could obtain company names and prices for potential customer information.

Stench from foyer to rest of all - Complaints received from: Laura (Stampin Up) and HATS and friendship club. - Plumber arriving 2nd March to see if it can be resolved.

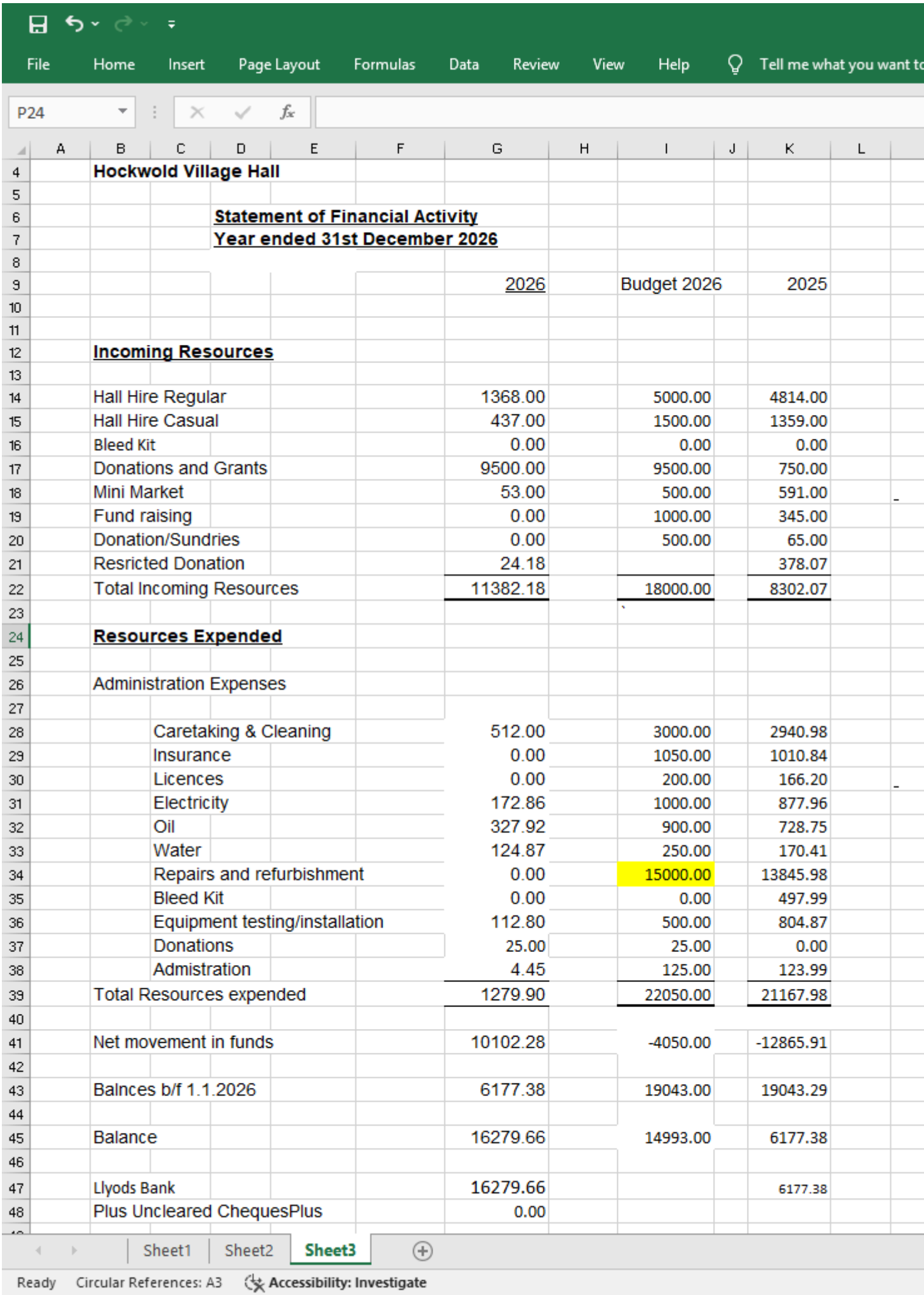
GS to offer Stampin Up £10 Inconvenience Deduction for next course booking as Laura had many complaints from her customers. Proposed GS - Seconded CC - Agreed by All

May - can the friendship club move their 2nd Wednesday? HATS may require hall for the week commencing 25th May - School, requesting week before. That's 6th and 13th for the Friendship club in May…….. CC agreed for the Friendship club to have meetings on those dates if needed.

GS: Email Polling Station - reference not to stick their poster on Parish Council Notice Board Doors.

224. Financial Update - CC

SA to contact CH reference putting together a Budget.



File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to

P24

	A	B	C	D	E	F	G	H	I	J	K	L
4		**Hockwold Village Hall**										
5												
6				**Statement of Financial Activity**								
7				**Year ended 31st December 2026**								
8												
9							2026		Budget 2026		2025	
10												
11												
12		**Incoming Resources**										
13												
14		Hall Hire Regular					1368.00		5000.00		4814.00	
15		Hall Hire Casual					437.00		1500.00		1359.00	
16		Bleed Kit					0.00		0.00		0.00	
17		Donations and Grants					9500.00		9500.00		750.00	
18		Mini Market					53.00		500.00		591.00	
19		Fund raising					0.00		1000.00		345.00	
20		Donation/Sundries					0.00		500.00		65.00	
21		Resricted Donation					24.18				378.07	
22		Total Incoming Resources					11382.18		18000.00		8302.07	
23												
24		**Resources Expended**										
25												
26		Administration Expenses										
27												
28			Caretaking & Cleaning				512.00		3000.00		2940.98	
29			Insurance				0.00		1050.00		1010.84	
30			Licences				0.00		200.00		166.20	
31			Electricity				172.86		1000.00		877.96	
32			Oil				327.92		900.00		728.75	
33			Water				124.87		250.00		170.41	
34			Repairs and refurbishment				0.00		15000.00		13845.98	
35			Bleed Kit				0.00		0.00		497.99	
36			Equipment testing/installation				112.80		500.00		804.87	
37			Donations				25.00		25.00		0.00	
38			Admistration				4.45		125.00		123.99	
39		Total Resources expended					1279.90		22050.00		21167.98	
40												
41		Net movement in funds					10102.28		-4050.00		-12865.91	
42												
43		Balnces b/f 1.1.2026					6177.38		19043.00		19043.29	
44												
45		Balance					16279.66		14993.00		6177.38	
46												
47		Llyods Bank					16279.66				6177.38	
48		Plus Uncleared ChequesPlus					0.00					

Sheet1 Sheet2 Sheet3

Ready Circular References: A3 Accessibility: Investigate

Rainy days ahead 11°C Search

225. Bill of Accounts - CC on behalf of CH

327.92	NRG - Oil
3.45	Lloyds Bank Charges
96.61	British Gas Electricity
72.00	C Brook - Window Cleaner
112.80	Ashill Fire - Yearly Fire Extinguisher Service

Bill of Accounts: Proposed Approval - GS 2nd - BA Agreed by All

226. Legionnaires Survey – CC

Needs more investigation - Prices are ranging from £350 - 1500 + vat - need to see what we require by law and what the difference's in the quotes are….CC to follow through and report back next meeting….

227. Fire Door Quotation Update – RL

RL - Gave full details of quotations received and the differences - see details below.

After discussion, Abbey Fire was voted our preferred Contractor. RL to make contact to Offer Abbey Fire the contract, arrange dates to be carried out during school holidays and advise the others they were not successful.

Proposed by: GS - Seconded by: MD and Agreed by ALL

Quotations Progress

Quotation No.	02	Title of Works	New Fire Doors & Boiler Room works including Foyer Electrical Cupboard				
Name of Contractor		Q02 Date Sent	Date Works Viewed	Date Quote/Estimate* Received	Cost of Quotation	Date Quotes to HVH Committee	Outcome
Abbey Fire Doors		26/01/26 Revised 4/02/26	N/a	27/01/26	£10,455.64	2/03/26	Confirmed Revised Specification. Includes Electrical Cupboard. Excludes Fire stopping works.
SAB Group		26/01/26 Revised 4/02/26	20/02/26	2/03/26	£5,118.00	2/03/26	Partial Quote only. Awaiting replies from sub-contractors who have let him down by not supplying costs.

Gerda Security	26/01/26 Revised 4/02/26	N/a	2/03/26	£11,479.46	2/03/26	Does not include foyer electrical Box works extra costs dependent on survey. Unable to match door engraved detail, flush finish only. Wants each door surveyed at £75 per door *up front* to quote accurate prices. Price quoted was valid for 30 days.	
DoorsPlus Limited	26/01/26 Revised 4/02/26	Did	Not	Reply	2/03/26	Message left 18/02/26 No Reply	
Trevor Vaughan Limited	26/01/26 Revised 4/02/26	11/11/25	12/02/26	£16,044.00	2/03/26	Cost of quotation made up of adding 2 quotes together 1 for supply & 1 for fitting. Quote without Electrical Cupboard £14,868.00	
Evolution	4/02/26	25/02/26	27/02/26	£12,000.00	2/03/26	Cannot supply matching doors to existing, Flush Finish only and would include vision panels in Hall to Kitchen & Hall to Function Room doors. Cannot undertake Electrical Cupboard due to ACM ceiling.	
Recommendation	All companies can certify their fire doors to meet Fire Regulations. Having reviewed all of the quotations I would recommend Abby Fire Doors based on Price and the ability to supply most of what we require.						
Result	SAB Group: Rejected as only a Partial Quote. Gerda Security: Rejected on price & no Electrical Cupboard. Trevor Vaughan: Rejected on price (most expensive). Evolution: Rejected on price, door finishes, down graded boiler room door & no Electrical Cupboard.					Result: Use Abbey Fire Doors Approved by HVH Committee. HVH Meeting Date.	2/03/26

228. HATS Container – Car Park Update - SA

List below of areas to consider - obtain information and report back on at the next meeting.

GJS - to answer what HATS committee can respond to… CC - to find answers on anything that the hall needs to find out..

- Trustees must clarify:
- • How long the container will remain.
  • Whether there is a fixed end date or a renewal schedule
  • Whether the hall retains the right to require removal at short notice.
  • Whether HATs would have exclusive use of the space.
- Open ended or exclusive arrangements increase legal risk. (This does not mean it cannot be exclusive.)
- Best Interests of the Charity
- Trustees must consider:
- • How this arrangement benefits the hall as a whole.
  • Whether parking capacity is reduced.
  • Whether access for other users is affected.
  • Whether the arrangement favours one group over others.
- Trustees must act in the best interests of the charity and for the benefit of the wider community. These are not disqualifying factors, but rather considering and recording the considerations show best practice and responsible management.
- Financial Terms

- Trustees must determine:
- • Whether rent will be charged for use of the land.
  • If not, how is this justified?
  • If rent is proposed, how the amount has been assessed.
- Charity land should not be used for private benefit without proper consideration. Again, these are not disqualifying factors, but rather considering and recording the considerations show best practice and responsible management.
- Planning Position
- A metal shipping container placed on tarmac may require planning permission.
- Trustees must establish:
- • The dimensions and height of the container.
  • Whether planning advice has been obtained.
  • Whether the proposal constitutes development.
- The hall must not authorise activity that breaches planning law.
- Insurance and Liability
- Written confirmation must be obtained from insurers covering:
- • Public liability implications.
  • Fire and arson risk.
  • Structural or surface damage risk.
- Trustees must also clarify:
- • Who insures the container and contents.
  • Who is responsible for damage to the tarmac or wall.
  • Who pays for reinstatement when the container is removed.
- Written Agreement
- If trustees wish to proceed, a formal written licence/agreement must be prepared.
- This should include:
- • Exact location shown on a plan.
  • Clear start and end date, as well as renewal schedule if appropriate.
  • Right for the hall to require removal and what HATs has in place if it is dissolved.
- • Confirmation that no tenancy is created.
  • Responsibility for maintenance and damage.
  • Reinstatement obligations.
- No container should be placed without a signed agreement.
- Precedent and Policy
- Trustees should consider:
- • Whether there is a policy regarding external storage.
  • How similar future requests would be handled.
  • Whether approving this creates expectation of similar permissions.

- Recommended Resolution

- Trustees are invited to:
- Consider the proposal in principle.

- Request full written details from HATs including size, duration and purpose, as well as supply information to help the committee's considerations written above.
- Instruct the Officers to obtain planning and insurance clarification.
- Prepare draft licence terms if trustees wish to explore the proposal further.
- Refer the matter formally to the parish council as custodian trustee once sufficient information is obtained.
- This approach ensures the committee fulfils its duties as charity trustees and protects both the charity and the parish council from avoidable legal and financial risk.

- Please be aware that this is informal advice. The committee should do its own research and seek appropriate advice where needed.

229. Car Park Potholes and Disabled Parking Bay - SN

Can no longer be done on relative requests to companies. Times have changed. We need to write to companies that may be able offer some charitable assistance. CC - will put together a a request for help. Toppesfield/Kings Lynn Council

230. Action List Update – CC

Ladies Toilet tap sticking – DS sorted

Door Restrictor Sticking – DS Sorted

Thermostat – MR Due18th February

Oil Ordered - Yes - SA suggested someone checked the oil on a regular basis. BA suggested As we hold Meetings currently each month, can we make sure that it is checked at each Meeting. Good Idea BA - lets put that on the agenda as a Monthly task.

231. Constitution and Governance – CC

Send the latest Constitution proposal out to all for their comments. This will cover Governance, but will not cover conveyance, which will need updating, approved by Parish Council then sent Charitable Commission for records.

232. Funding - BA

Found many opportunities online. CC will investigate further - Stem and Norfolk Community Fund.

HC informed the committee that the Parish Council funding will be due soon (April) and new request forms will be issued out to various charitable groups for requests.

SA - Will contact Martin Storey - asking for more funding possibly for the Legionnaire Survey Costs.

BA - had many other ideas for funding, not just for the hall, but other village charities. BA will put together some ideas (whatsapp) for approval before acting on anything. IE: Wheelbarrow

Competition - In village gardens, charge per Wheelbarrow display and a Judge who wins etc: HC - this ties in with something the Parish Council have been discussing, so that could work well….. Some good ideas BA

CC reminded everyone that we are all volunteers and personally could not take any further tasks on at the moment, also, we cannot do everything required straight away. (as much as we wish to. It is unreasonable to put pressure on ourselves to try and do everything at once. That includes BA as lots going on personally for her also.

HC also suggested adding to the noticeboard what are main actions are and an approx cost - also list what we have already achieved.

233. Fire Risk Advisor Update - RL

See below Report from RL

Fire Safety Report 2/03/26

- Wheelchair escape from Function Room's Fire exit door. I believe this is still on-going as nothing has appeared.
- Holes in walls. This is now subject to a separate quote as trying to get the work included in the Fire Doors quote was proving problematic. I will be trying to get some new quotes during March.
- Function Room External Sign. Awaiting repair to the covering on the door.
- Smoke Detectors. This is now a separate quote, and I am hoping to present this to the committee in April. - Do we 100% need wired smoked detectors to be covered legally or would individual manual alarms be sufficient??? RL will double check this out.
- FRA Current Status This has changed a lot with the movement of the Fire Doors Quotation. Some other minor matters need confirmation that they are complete.

	Current Status	No. of Items	Comments
	On Hold	3	7.8 (Boiler), 14.11 (Dust Covers), 19.5 (IO Refresher Training).
	To Be Started	2	14.5 (Extinguisher use), 19.4 (IO Training).
	In Progress or partially completed	21	7.10 (Electrical Checks), 7.12 (Electrical items on site), 10.8 (Holes in Walls), 11.5 (Large gatherings aware of procedures), 12.1 (Smoke detectors), 13.9 (Wheelchair escape routes), 16.5 (Fire Out of Hours), 17.1 (Fire panel check), 17.2 (Fire Detection Checks), 19.1 (Fire Drill), 19.6 (IO equip lists), 21.1 (Electrical Cupboard).
	Completed	31	All Other Points.
	Total	57	

14 Original High Risk 4 are Completed and 10 are In Progress

234. Matters Arising - ALL

Benches in the kitchen need replacing - do not look clean - do not have wheels. Will need more funding, but needs adding to the list.

Salvation Army container disappeared - Did they remove it or someone else? Council bin now Not fixed to ground and ground as a whole left unstable. SN will email Salv.Army

GS and MD had to leave at this point.

235. Items to be added to next meeting - CC

Apart from Follow Up Actions - Nothing additional to be added at this time

Meeting Ended at: 17.10 hours Next Meeting Date: 13th April 3pm

2ND FEBRUARY Meeting Minutes – Signed Off with Committee Agreement

Proposed MD Seconded BA Agreed by All

Signed Sue Annear: S'Annear

Signed C Cottell: C M Cottell