# HOCKWOLD VILLAGE HALL Committee MINUTES

3RD FEBRUARY 2025/ 4:00 PM / VENUE: Hockwold Village Hall

Hockwoldvillagehallsecretary@gmail.com

Committee Members Present: Sue Annear, Colin Holman, Gina Sizer, Chrissy Cottell, David Sismey, Peggy Baker and Maria Day, Emma Owner and Samantha Newman
Guest Attendee: Parish Clerk - Hilary Cox

## 23. To receive and approve apologies for absence.

Apologies from: Emma Owner

## 24. To receive any declarations of interest from Members:

SA Extractor Declaration of Interest.

## 25. Insurance: SA

a) **To request a copy for CC Records - C**C now has copy and CC to send SA copy
b) **To discuss Trustees' and Management Liability** - £500,000 - SA read and confirmed to all that as a group of Trustees we are covered for a total of £500,000
c) **Health & Safety regulations must be followed (send out H&S Policy** with Hire Agreement - It was confirmed that we need to send out H&S Policy with Hire Agreement, however, other Policies also need to be mentioned. Hire Agreement awaiting Final Draft.
d) **High risk events for example martial arts** (Do they have own policy)
SA Confirmed our Insurance Policy requires such High Risk events to have their own Policies in place and for us to have a record. GS to request from Karate Group
e) **To add the secretary and SA** to the Insurance policy for access
CH to contact Insurance companies and add CC and SA to enable communication.
f) **To Remove Barry and Daren's contact details** - CH to request with Insurance Company that Barry and Daren be removed from their contact details.

## 26. Action List Update: CC - Update on some items on Action List

**Extractor** - SA Apologised for the one quote - due to timing. Vote for Clean £108 or New £288 Proposal New DS Seconded MD all agreed. SA to arrange
**Website Setup -** CC to see if she can set up a website for HVH and report back.
**Invoices Outstanding on last Action List -** CH Confirmed they have been paid. Cleaners/PAT/Music License.
**Health and Safety Officer** - SA as Chairperson has agreed that she will take on this position.
**Mini Market Poster Update -** PA confirmed happy with new proposed poster and SN will now be put in place.

**Public Invite to Next Meeting -** CC believes we are not ready to invite the Public to the next Meeting and everyone agreed.
**Flat Roof Quotations -** Update SA still working on obtaining 3 quotes.
**Stab Kit/Blood Kit and Cabinet -** DS advised that prices are as previously discussed and agreed £84.99 Kit and £330.00 for cabinet both + vat and we were all happy for these items to be ordered. CH to pay required Invoices to obtain these items and DS will fit in place on arrival.

## 27. Financial: SA

**a) To confirm SA and GS now have signatory status**? - SA has visited the bank and obtained the form to be completed by SA and GS to have access to online banking. SA to forward form to GS
b) **To nominate/vote on backup for CH** - ie: Assistant Treasurer In case of illness/holiday and to cover CH of any possible accusation. - This was discussed and agreed that SA will be our internal auditor on a quarterly/half yearly basis.
c) **To obtain 3 quotations to vote on an Independent Auditor**. It was agreed that we need to go out to 3 Auditors for quotations and to make sure they have accreditation required. For those quotations to be voted on by committee asap. CH - to obtain.

## 28. Policy Update: CC

a) **To update the committee that GS/SA/CC/HC** have been discussing the current policies and what stage we are at with them. We are nearly ready with Final Drafts for committee approval. Next Meeting on Policy's 10th February 4pm HVH
b) **To hear a report on Fire Risk Assessment** - It was advised we ask an official assessor to carry out our first assessment. Quotes obtained and to be voted who to award. CC previously sent out 3 quotations and discussed what she felt were the pro's and con's of each. CC Proposed Blazetech to be awarded the contract. Seconded by MD and agreed by all. CC to communicate with Blazetech and arrange their visit.

## 29. Areas due for Inspection and when: SA

a) **Hardwired Electrical Inspection due 26th July 2027? CH and CC to find certificate and report back.**
b) **Boiler Inspection Yearly?** CH confirmed it was serviced yearly, but not sure when due. CH to find out and advise CC to enable CC to create a New HVH Calendar for this and other information.
c) **Flat roof inspection with a written record every five years?** This will need to be confirmed when a voted Flat Roof Company has been awarded.

d) **Do we need an Asbestos Survey?** - CC will read the Insurance Policy in more detail and report back. As we are not currently aware of any Asbestos.
e) **Fire Extinguishers** - Date for next Inspection - CH to go out for 3 Quotations before the next Inspection. CC to add date to HVH Calender.

## 30. Deep Cleaning UpDate - CC

SOS will be carrying out the deep clean same week as Kitchen/Meeting room decoration - School Holiday Week.
GS to contact any other current bookings that the hall will not be available that week.

## 31. Lettings Report: GS

a) **To hear Hire Agreements Update**. New adopted or Updated?
GS advised that HC and GS are still working on the Final Draft for these agreements as further information is required before they can be completed ie: Map of Building HC requested DS if he could possibly take on this task.
DS agreed and will put together a Map of Building - Fire Exits - Extinguisher/First Aid/Defibrillator points are etc:
GS also requested if 2 cupboards in ladies toilets can have new locks put on them. We need to lock away any potential dangerous substances. DS agreed to arrange.

## 32. Financial Update: CH

a) **Latest Financial Accounts**. CH handed out Financial Report
Highlighting Budget Column - HC advised the committee to sit down and discuss and agree on the Budget at least once per year.
HC - Grants are going to be very important for the hall and asked us to be aware of what opportunities are around. CC and SA will work on obtaining and dealing with any Grant opportunity.
CC - Asked HC about Parish Council grants and how to go about them. HC will send Grant Form to CC
b) **To resolve which suppliers and to what value can be paid without the committee's agreement monthly.**
Cleaners - Electric - Cleaning Equipment any regular direct debit payments without committee vote needed. Proposed GS seconded MD and agreed by all.

CH - **Informed committee that Electricity Contract runs out end of March 2025.** Currently with SSE
HC - to send CH Agent details that work out the 3 best companies and details. Once received, an urgent decision will be required by the committee as quotes are not held for long. Suggest - Urgent Meeting just for that decision.

CH - **Informed committee that Oil tank is only 20% full.** CH requested to order 500 litres CH Proposed - GS Seconded. All agreed. However, CH to obtain 2 Prices Anglian Farmers price including fee and at least one other quote before ordering.

## Meeting Ended at: 18.45 hours.

## Next Meeting Date: 6th March 2025 HVH 4pm

**Agenda Request:** HC - Communication (to go over comm protocol and management of communication.