

HOCKWOLD VILLAGE HALL Committee

AGENDA FOR MEETING

11th August 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, Emma Owner and Guest Attendees: Parish Clerk - Hilary Cox, Fire Risk Advisor: Raymond Lane

125. Welcome from Chairperson - SA -.

126. To receive and approve apologies for absence - SA

127. Approval of Previous meeting minutes.

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

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

- a) **Sealed Unit update**
- b) **New Notice Board up date**
- c) **Update on any potential funding for Fire Safety Improvements - HC**
- d) **Update on Holes in the Boiler Room and Electricity Cupboard required from the FRA – RL/CA**
- e) **Update Kitchen Bin – DS**
- f) **Update Fire Alarm requires testing once a week – Mondays 4pm - Rota? RL**

130. Lettings Update - GS - to include discussion and decision on bakeaway box

131. Financial Update - CH

132. Bill of Accounts – CH –

- a) CH Discuss Bill of Accounts (see below)
- b) British Gas - Smart Meter Working Update - CH

133. Yard Sale & Christmas Fair Update – GS

134. Action List – CC

- a) First Aid Kit Update - SA

135. LED Lighting Update – CC

136. Donation Sample Letter Update - CC

137. Matters Arising – CC

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

- a) Initial wish us to look at what we are paying for: Cleaning Material/Toilet Rolls etc:
- b) Constitution and Governance Documents

Meeting Ended at:

Next Meeting Date:

7th July Meeting Minutes – Signed Off with Committee Agreement