HOCKWOLD VILLAGE HALL COMMITTEE
MINUTES FOR MEETING

13th April 2026 / 3.00PM / VENUE: Hockwold Village Hall

Hockwoldvillagehallsecretary@gmail.com

Committee Members Attendees: - Sue Annear, Chrissy Cottell, Maria Day, Gina Sizer, Colin Holman – Sam Newman (PC – No voting rights), Raymond Lane – Volunteer Fire Risk Advisor and Guest Hilary Cox - Parish Council Clerk – both of which have no voting rights.

236. Welcome from Chairperson – SA – Welcomed and thanked everyone for giving up their time again.

237. To receive and approve apologies for absence – SA

Gary Sanders, Beverley Andrew, David Sismey and Emma Owner

238. Approval of Previous meeting minutes. SA/CC

2nd March Minute Approval - Proposed MD Seconded GS Agreed by All.

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

No Declaration of Interest given

240. Lettings Update - GS

Polling Station Day – 7th May 2026 Update - Do not stick their poster on Parish Council Notice Board Doors request has been accepted via email. Lynne Ruddick kindly is meeting them at 6am to open doors. £130.00 Charged for the day.

Meeting request received from Tracy Sismey for suggestion and ideas of September Gala Day. Meeting request date: Wednesday 15th April – various representatives from Hockwold groups have been invited. As this is for the Village as a whole and not one individual group can I ask what you think we should charge. CC Proposed Free of Charge – Seconded MD and agreed by ALL.

Parish Council Charge Confirmation: The Parish Council shall pay an annual fee of **£400.00** for the use of the meeting room. This fee shall include provision for up to three (**3**) Exord Meetings within the annual period and the Annual Parish Assembly – Annually is: Jan – End of December. Any meetings, extensions of time, or additional usage beyond this provision shall be subject to separate charges**,** to be invoiced at the prevailing rate.

GS – Handed out Example for poster to go in Notice Board for Village Hall News – Highlighting Regular Events/Clubs information and any special events coming up. Proposed Approval – SA Seconded CC – Agreed by All

Nothing to do with Village Hall as such, but for everyone's information the Yearly Yard Sale that GS and Tracy Sismey organise has now agreed the date and that is Saturday 13th June 2026.

Hire Details Pre meeting			
Date	**Hirer**	**Amount**	**Paid**
7th Mar 26	Private Party 12-6	£ 72.00	TRUE
8th Mar 26	Private Party 1-8	£ 84.00	TRUE
14th Mar 26	Charity Coffee Morning 9 - 12	FOC	TRUE
25th Mar 26	Washrights AGM (small room)	£ 16.00	TRUE
28th Mar 26	Bowls Club Quiz	£ 25.00	TRUE
			FALSE

	Hire Details Post Meeting		
Date	**Hirer**	**Amount**	**Paid**
15th Apr 26	Tracey Sismey Village Gala Meeting	?	FALSE
18th Apr 26	Private Party 2-6	£ 48.00	TRUE
7th May 26	Polling Station	£ 130.00	FALSE
29th May 26	8pm Hats set up (inv together)		FALSE
30th May 26	Hats Hire		FALSE

Details Regular Hirer's			
Date	**Hirer**	**Amount**	**Paid**
Jan - Apr 26	School	£ 750.00	TRUE
Feb-26	Karate Mon/Fri/Sun periodically	£ 80.00	TRUE
Mar-26	Karate Mon/Fri/Sun periodically	£ 130.00	FALSE
Jan - Mar 26	Badminton	£ 220.00	TRUE
Apr - Jun 26	Friendship club	£ 120.00	FALSE
October (yearly) 26	WI plus extra 100th BD		FALSE
			FALSE
Monthly	Mini Market	FOC	TRUE
Yearly Jan – End of Dec -26	Parish Council	£400.00	FALSE
Mar-26	Badminton 2	£ 36.00	FALSE
			FALSE

241. Financial Update – CC

AUDIT 2025 Accounts

2025 Accounts have now been audited - Proposed Approval GS – Seconded SA – Agreed by All

HC – Can CC add details to Website and enter figures to the Charity Commission Website as per official requirements – CC this will be done.

Currently have to go to Lloyds Bank if any cash is handled and needs banking. SN offered to go to the bank in Bury St Edmunds as has to go to Bury regularly through every week. The offer was not accepted at this time.

	2026	Budget 2026	2025
Incoming Resources			
Hall Hire Regular	2418.00	5000.00	4814.00
Hall Hire Casual	571.00	1500.00	1359.00
Bleed Kit	0.00	0.00	0.00
Donations and Grants	9500.00	9500.00	750.00
Mini Market	53.00	500.00	591.00
Fund raising	0.00	1000.00	345.00
Donation/Sundries	0.00	500.00	65.00
Restricted Donation	24.18		378.07
Total Incoming Resources	12566.18	18000.00	8302.07
Expenses			
Caretaking & Cleaning	990.37	3000.00	2940.98

Insurance	0.00	1050.00	1010.84
Licences	0.00	200.00	166.20
Electricity	172.86	1000.00	877.96
Oil	327.92	900.00	728.75
Water	124.87	250.00	170.41
Repairs and refurbishment	107.86	15000.00	13845.98
Bleed Kit	0.00	0.00	497.99
Equipment testing/installation	112.80	500.00	804.87
Donations	25.00	25.00	0.00
Administration	4.95	125.00	123.99
Total Resources expended	1866.63	22050.00	21167.98
Net movement in funds	10699.55	-4050.00	12865.91
Balnces b/f 1.1.2026	6177.38	19043.00	19043.29
Balance	16876.93	14993.00	6177.38
Llyods Bank	16876.93		6177.38
Nett Fund 10th/4/2026	16876.93		

242. Bill of Accounts - CH

March Payments

		£
Cleaner		440.00
Amazon Cottell	- New Microphone	11.86

We can Source it G Sizer	38.37
M Reeve	96.00
Lloyds Bank	0.50
Due In April	
British Gas	62.48

Bill of Accounts: Proposed - CC Seconded - SA Agreed by All

243. Legionnaires Survey – CC

Read out Various companies and costs from £350.00 to £1700 + vat

HC – Can we contact other village halls and see who they have used – CC will do and feedback next meeting.

244. Fire Door Update – RL

The Fire Doors work should have taken place over last week so that it was all completed by close of play on Friday. Unfortunately, due to not all the materials being ready on the Tuesday, the works did not start until Wednesday this has led to not all the works having been completed, despite their best efforts and mine. The hall itself is useable and was used by the Kick Boxing club on Friday night.

The current situation is as follows: -

1. The main doors into the hall are in place and working, however the finger plates have not yet been refitted.
2. The new electrical cupboard is in place, but it is yet to be decorated.
3. The door from the hall into the kitchen is in place and can be used some parts of the door latch are yet to be refitted. Finger plates have not yet been refitted.
4. The door from the hall to the function/meeting room is in place and can be used but the framing's architrave around the door is still to be completed. Finger plates have not yet been refitted.

5. The boiler room door has been completed but the slide bolt has been removed in favour of a lockable door. This door is currently closed and would look locked but due to the need for anyone using the boiler room to fire-up the boiler it cannot be locked. This issue may get brought up at our meeting on Monday as a new policy needs to be sorted. Discussed having a boiler room key on Hall Entry Key for any bookings. Spare one in Safe Place. Needs further discussion and agreement.

Now the firm has said they will come back on Wednesday after the Friendship Club has finished their meeting to carry on working. There are currently 2 doors leant against the wall to the gent's toilet and there are bits of wood and other small items in the function room and kitchen, but nothing small that can't be put away.

SN Highlighted that the Meeting Room and Kitchen new door locks are not suitable for the school or parties, mainly because from the meeting room and Kitchen the doors can be locked from inside those rooms via the turnkey. An emergency key needs to be available just in case anyone decides to lock the doors via the turnkeys. These emergency keys to be highlighted to all hirers and discussed the possibility of a safe place. This was not voted on or decided as to what that will be. Please see Items for next agenda.

245. HATS Container – GJS/CC

GJS – Not able to attend today – this is now postponed until next meeting.

246. Car Park Potholes and Disabled Parking Bay – CC

Had one quotation back for £33,000!! Think that's out of our league. However, Anglian Water have asked if they could possibly use our car park and at what costs. We have asked for the potholes, car park to be levelled instead of payment. At the time of this meeting, nothing has been confirmed.

247. Action List Update – CC

156

- 125 Completed
- 24 In Progress
- 7 Outstanding

248. Constitution/Governance – CC

CC Sent committee a copy of Proposed Constitution for approval.

Approved by SA – Seconded – CH – Agreed by All

This will be emailed to Parish Council for their approval – Once approved it can and will be sent to Charity Commission.

249. Funding Update - CC

The National Community Fund Grant of 9.5K has now been spent (awaiting Invoices) with the Fire Doors being fitted last week and hoping work to be completed on the 15th of April 2026.

No other funding has been requested at this time. However, the Parish Council Grant Applications are due in the next week or 2.

6th June 2026 Event – CC as BA not able to attend this meeting we do not have an update of the situation for the event of the 6th of June. It was requested that CC messaged BA for an update and ask how she felt now the Yard Sale is going ahead the following weekend on Saturday 13th April 2026.

250. Fire Risk Advisor Update - RL

1. Plastic runway for the grass outside the Function Room's Fire exit door. (13.9) Action to install agreed at the last meeting but plastic runway not yet in place.
2. Holes in walls. This work was included in the original quotation for the fire doors but had to be removed as most fire companies could not undertake the fire stoppage works.
3. Meeting Room External Sign. Awaiting painting of external side of door.
4. Electrical Cupboard: New Cupboard built. Still needs decorating.
5. Smoke Alarms: Original Quotations were unacceptable. New quotes to be sorted out.
6. Fire Doors covered in separate report under 244.

Current Status No. of Items

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 14 -

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), 15.2 (Doors not fire doors) 15.3 (Fire Doors do not have seals) 15.12 (Door Hinges to be certified) 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)

Completed 38

Total 57

Reference: 14.11 Fire Extinguisher Dust Covers – This was discussed and requested to be removed as very low FRA requirement and well at the bottom of our list of projects. Removal Proposed – CC Seconded MD – Agreed by All

SN - showed us she is Fire Extinguisher Trained, that EO may also be. Further discussion to take place IF that will be enough OR if we can obtain FREE training for all to do so?

251. Matters Arising - ALL

It has come to our attention that there is NO Hot Water currently coming from the Kitchen Sinks.

SA proposed to contact Craig our regularly chosen electrician to see if he can pop over and see IF it is just the fuse of the Water heater or something more serious. All agreed as needs sorting as a matter of urgency.

252. Items to be added to next meeting - CC

Constitution Update - CC

What's App Group – Communication – SN

Legionnaire Update – CC

Bouncy Castle Information – CC

Hats Container Request – GJS/CC

Car Park Potholes – CC

Toilets – Ladies and Gents need refurbishment ie: Not all toilets have fitted seats.

Check Oil Situation

Fire Alarm Check

New Keys to Fire Doors – which ones need using and which ones do not ie: Boiler Room will need locking but also needs to be accessible by hirers for heating use. Needs to be with the Main Hall front door key that is given to any hirers. An Emergency one in a place for committee and regular hirers to know that special emergency place. (Where/what is this emergency place)? Or, lockable keybox. - SA

Fire Extinguisher Training Options or SN having already had training and possibility of EO also holding a current training cert. Is that enough? Or if we obtain for free, do all of us have training? - SA

Meeting Ended at: 5pm **Next Meeting Date: Monday 18th May 3pm**

Proposed MD Seconded GS Agreed by All.