HOCKWOLD VILLAGE HALL Committee MINUTES OF MEETING

3rd June 2025/ 3:00 PM / VENUE: Hockwold Village Hall

Hockwoldvillagehallsecretary@gmail.com

Committee Members Present: Sue Annear, Colin Holman, Chrissy Cottell, David Sismey, Maria Day, Guest Attendee: Parish Clerk - Hilary Cox, Fire Risk Advisor: Raymond Lane

92. **Welcome from Chairperson - SA -** SA Welcomed and thanked everyone attending the meeting.

93. **To receive and approve apologies for absence - SA -** Gina Sizer, Emma Owner and Samantha Newman all sent apologies.

94. **Approval of Previous meeting minutes - SA** – SA Asked all if read and approve of last meeting minutes. All approved. SA and CC Signed and dated as approved.

95. **To receive any declaration of Interest for any voting on today's agenda - SA -** SA asked if anyone wish to declare any interest for any points on todays agenda. No one declared any interest.

96. **Update on Friendship Club member trustee. CC –** No interest from Friendship Club members at the moment. As CC a member of the Friendship Club they have got a voice, but an additional member, officially on behalf of the Friendship Club would be preferential asap.

97. FSC - Fire Safety Committee Update: - DS/RL – RL gave us an update on the following areas: -

a) **57 Projects on the FRA List**
19 Completed
16 In Progress
11 to Start
11 on hold ie: Fire Doors – Out of reach at the moment, due to bank balance.

Blazetech due out tomorrow 4th June which will complete 2 or 3 more items of the list.

b) **Incident Officers Equipment**
MD – Incident checklist completed for each Incident Officer – Armbands stating Incident Officer, Hi-Viz, Torch and Whistle. - Checklist and extra copies in Fire Information folder in foyer window.

c) **Coshh Information Update**

Coshh sheets – Information in ladies' lockable cupboard complete.

d) **Water Shut Off Points – Notice in areas and Fire Information Folder**

1. Disabled Toilet – Back of Toilet
2. Changing Rooms - Toilet

e) **Emergency Lighting**

Emergency Lighting requires more investigation – RL and update to be added to agenda for next meeting.

98. Drainage Issue Update: - CC – CC Informed the committee that the contractor appointed had visited and cleared the drain and then put camera down. All appears well down there. The water goes to a soakaway. The issue is debris, leaves and stone are getting down there and causing blockages.
DS will look at making a grate basket of some kind to go under drain grate to collect this type of debris and empty when required. I.e.: it will stop a build up further down the pipes causing a blockage that we are unable to clear without a cost.

99. Lettings Update – GS – GS unable to attend today's meeting. Nothing to update.

100. Financial Update – CH/HC

a) **To adopt financial policy –** Financial Policy written, all members received a copy of and it was read out and explained by HC for everyone to approve. DS Proposed – CC Seconded and everyone else approved. Copy to be sent to CC to create official copy and add to website and Policy Folder.

CC – Proposed that the Financial Policy comes into effect from the 1st June 2025 – DS Seconded everyone else approved.

b) **Financial responsibilities:** HC Explained CH, SA and GS responsibilities – CH to enter payment on system and it to be approved by SA or GS before payment goes through. And the rest of the committee's responsibility to either approve or not approve when requested. It will need a Quorum (in our case, at least 3 people to approve before payment can be made).

c) **To discuss budget, general reserves and fundraising.** – Each meeting CH produces a full statement of financial Activity and hands out to each member. In the future CH to send to CC to enable this to be sent out with the Final Agenda.

d) **Financial 2024 Accounts uploaded to Charity Commission –** CC to send committee copy of Auditors report and add to agenda for next meeting to be approved.

HC – Advised Auditors to be approved by committee each year and suggested at least a change of Auditor every 3 years.

e) **Regular Payments** – Water and Electric – are both pre-approved payments as regular direct debits already agreed and approved.

f) D Sismey Expenses –

Screwfix - £49.99 and Timber Invoice for £45.60
CC Proposed Approval for payment – SA Seconded – everyone else approved.

g) Fengate Fasteners Cheque – DS

DS handed CH a Cheque from Fengate Fasteners for £50.00 as agreed as part payment for the masks taken from the cupboard on top of this donation DS obtained various DIY equipment as needed by the hall for some DIY projects.

h) Hire Details by Whom and Payment – GS as part of Lettings Update to include Previous months and future hire details.

HC suggested that like the Bill of Accounts a list of Hire Agreements/Payments is listed Monthly.

Previous Reservations - Hired by – Payment Received – Amount
Future Reservations – Hired by – Payment Received – Amount

101. Bill of Accounts – CH

April	Anglian Water	84.82
	SSE Electric	196.15
May	Cleaner	440.00
	Worthwhile Acc	96.00
	The Roofing Co	288.00
	C Cottell Toilet Signs	7.99
	C Cottell Notice Board.	20.00
	P Power Dyno Rod	318.00
	British Gas Elec	42.43
	J Arnold	311.83
	Fengate Fasteners	37.66

SA Proposed Official Approval – DS Seconded – All Approved

It was agreed/approved that the Financial Policy starts from 1st June ie: going forward CC proposed the Bill of Accounts will be on a separate Sheet, this will include any incoming (donations - for example) DS Seconded and all approved.

The Bill of accounts will be for a full month and a separate sheet for each month.

102. Roofing Work Update:- CC

All agreed work completed and the additional replacement guttering down the playing field side of the building.

DS Informed the committee that 2 brackets have already been broken by presumed footballers. It was agreed to obtain 6 new brackets – CC to speak to the roofing company.

Plaque on outside wall request.

The roofing company have never come back with the details of size of plaque that we requested. CC to remind at time of contacting for the brackets.

103. Yard Sale – Christmas Fayre – Village Pensioner Date (+Tea and Coffee) – CC

DS has requested that the Village Hall arrange with the Community Park a joint venture – 12th July has been suggested… TS will contact GS next week to discuss further. GS to keep rest of committee informed and request any additional support required to arrange such an event and to help on the day.

Christmas Fayre – To be discussed and date agreed at next meeting.

Village Pensioner Date – Wednesday 17th December 2pm – Hands on deck agreed and donation requested from Parish Council for £100 to assist with obtaining Cakes – Tea and Coffee for the afternoon.

104. Action List - CC

Updates on some areas not listed on Agenda

a) First Aider – SA – Reminded that she was nominated and accepted the First Aider position and to keep the book and Equipment up to date.

b) Car Park Wall – DS will have a look at the front wall and see if there is anything he can do to improve the level.

c) Car Park Side Wall – Wall owned by the residential property – not the hall. It is in a concerning state of repair in parts. CC will check whether the property is currently empty. Possibility of writing to owner? Add update to agenda for next meeting.

105. Emergency Contractors Forms – CC

Committee had been sent approval for this form and was approved on whatsapp group. A copy was not available at this meeting so could not be discussed and to add to agenda for next meeting.

It was proposed by CC that we need to approach possible Emergency Contractors for Electrical/Plumbing/Carpentry type work. CC proposed she started obtaining some information… MD Seconded – All Agreed.

106. LED Lighting Update – SA Quotes and Vote on Contractor

This could not be voted on, as copy of quotations not available at meeting. Add to agenda for next meeting.

107. Matters Arising - CC

HC - Stench from Parish Council/School Cupboard – It was requested that CC contacted some contractors to obtain some quotes for work to be done and approved asap

108. NEXT AGENDA

a) Outside Lighting – RL to investigate further - Another light out front and trying to find make and how the current one's work.
b) Auditors Report Approval to upload to Charity Commission website.
c) Emergency Contractor Form – Approval
d) Quotes Approval for Stench in Cupboard
e) LED Lighting – Contractor Approval
f) Gutter Bracket – Replacements
g) Christmas Fayre

Meeting Ended at: 17:18 Hours

Next Meeting Date: TBC

28th April 2025 Minutes – Signed Off with Committee Agreement

Signed Sue Annear:

Signed C Cottell: