The Minutes of the Emergency General Meeting of the Village Hall Committee, held on 8th October 2024 at 6.00pm at The Village Hall, Hockwold - Charity Num: 275000

Present: **Cllr S Newman (Chair)** **Mr Collin Holman (Treasurer)**
Rep Sue Annear **Rep David Sismey**
Rep Maria Day

- **Cllr Newman thanked everyone for attending the EGM. There were no apologies given.**
- **Cllr Newman gave an update on the current status of the Village Hall committee and the current vacancies that need to be filled. The role of the Parish Council as the Custodial Trustee and explanation of this meeting's structure was given.**
- **Treasurers Report.**
  - **The Treasurer Collin Holman gave the attendees the current financial report and informed the Village Hall currently held £19480.00 in funds. This is due to the management of Covid Grants. He informed the group that he has ordered the heating oil and the update on the quote received for the roof repairs.**
  - **Mr Holman gave an overview of the incomes and expenses on average noting that insurance was the Halls biggest outgoing annually.**
  - **It was clarified that there currently no specific funds for repair and that all funds are held together. The group noted the issues of aging boiler, toilet issues, coving in the kitchen, loose flooring in the main hall and missing radiator caps.**
  - **Confirmation that fire extinguisher has recently been inspected.**

Committee Elections

- **Cllr Newman explained the positions to be filled and their individual roles.**
  - **Sue Annear was proposed and seconded, all in Favour. It was resolved for Sue Annear to be Chairman of the Village Hall Committee.**
  - **Collin Holman was proposed and seconded, all in Favour. It was resolved for Collin Holman to be Treasurer of the Village Hall Committee.**
  - **Christine Cottell was proposed and seconded, all in Favour. It was resolved for Christine Cottell to be Secretary of the Village Hall Committee.**
  - **Gina Sizer was proposed and seconded, all in Favour. It was resolved for Gina Sizer to be Lettings Manager of the Village Hall Committee.**
  - **Cllr Newman to stand as the Parish Council Representative as Custodial Trustee.**

- **The members of the previous committee then stood down as the governing body of the Hockwold Village Hall Committee.**

- **Community Organisations Representatives**
  - **HATS Rep David Sismey**
  - **WI Rep Maria Day**
  - **Friendship Club Rep Peggy Baker**
  - **Iceni Academy Rep Mrs Owner**

- **Cllr Newman updated the new council on current status, and historical information. The difficulty in getting the items requested for hand over from the previous committee and steps moving forward were discussed.**
- **Items & proposals for next meeting**
  - **Replacement of main door locks**
  - **Key sign in sign out register**
  - **Update representative names on all documents and registers**
  - **Creation of VH email address**
  - **Central invoicing person**
  - **Creation of official lettings agreement**
  - **Issue with letters using community bin for the refuse**
- **Confirmed the next meeting will be held on 23rd October 2024 at 4:15pm in the Village Hall.**