# Hockwold Village Hall - Committee Meeting
# 8th November 2024 / 4:20 PM / VENUE: Hockwold Village Hall

**Present:** Sue Annear, Colin Holman, Gina Sizer, Chrissy Cottell, David Sismey, Maria Day Samantha Newman

**6. Welcome - SA**

Sue Proposed that we request support from HVPC in respect of having all documents (Policy's - Hire Agreements - Finances - Minutes) all checked over to make sure they are all legal and cover the trustee's for any costs, court orders etc; This was seconded by Gina Sizer. Sam Newman as custodian of the PC will take our proposal to the Parish Council meeting on Tuesday and advise.

Sue did not agree with the minutes from the last meeting: CC Explained the Cost of Hire was from Jan 25 and agreed could have added current cost V Agreed to Costs. Sue, also did not like some of the wording. We will be asking the PC how the minutes need to be worded/laid out going forward.

**7. To receive and approve apologies for absence - SA**

E. Owner and Peggy Baker sent their apologies

**8. Update from Lettings Manager and Questions - GS**

Letting Agreement - It was decided to send emails with Provisional agreement to Hirer's awaiting PC to advise an Official Agreement.

Proposed Main door key to be given to Karate Group Leader - This was agreed.

Meeting with Cleaner - Monday 11.15/11.30 Village Hall - SA/GS/CC to attend.

Questions: Need to Invoice us as a supplier ie: not employed by us.

What is actually expected and when.

**9. Update from Treasurer - CH**

Updated Financial Report handed out to all. Headings have now been amended.

Bank Statement and Letter from Auditor handed to SN for her records - PC needs to confirm what information they require from the Treasurer and how often throughout the year.

CH Handed CC - Music License Certificate for our records.

Oil Paid for - Electricity Bill is Due.

Updated the committee that Barry Moss needs to sign a document to have his name removed and GS and SA added to the bank details - also other names will need removing, CH dealing..

New Lock and Cut Key receipts handed to Colin for payment to DS and SA - committee agreed for these to be paid.

Bank Account and Sort Number information given to CC for our records. Which will not be entered on minutes for security reasons.

**10. Various**

GS - Projector is in the Cupboard - Suggested £50 Deposit if requested to be used and this to be returned when projector is returned in working order. (Agreed) GS and others need to be shown how to use and to confirm it has/will be PAT Tested.

DS - Main Locks have been changed and new keys for the front door have been cut.

SA - Proposed that GS and DS both hold Master Copies of all keys to the Hall. This was agreed.

GS is currently working on which key is for what and making sure she has a key for all areas that have locks. GS - will update at the next meeting.

GS - Capacity of Hall is still not known - proposed and agreed that we asked the PC to obtain such information and to inform the VH Committee asap. SN to take this to the PC meeting on Tuesday.

CC - Asked if the Roof was completed. CH No Date or Price Confirmed but hoping w/c 25th November - will update committee as soon as possible.

DS - Asked if they would repair the guttering on the playing field side of the building as damaged. - CH will ask the question and advise.

SN - Asked who the roofers were - CH - Roman Roofing

CC - Have we a contractors agreement anywhere? SN to ask PC and if not to arrange one to be written.

SN - Shop Blue Bin - Proposed to move off Main Pavement round into the VH car park. - It was agreed on the understanding of 1, Remove Pallets currently in the car park and that no responsibility or liability lies with the VH and to make sure it is emptied on a regular basis. SN - to send an official letter.

SA - Salvation Army container has a pile of full black bin bags and asked who agreed for the container to be put on the VH Car Park PC or VH - CH explained the village hall gave permission on the understanding it would be regularly emptied and there was mention of some payment for this, of which he has not seen. SN agreed to contact the Salvation Army and ask them to make sure this area is kept clear and to discuss payment agreement.

DS - Reference the Blood Kit. Contacted Joe Dix Foundation @ Norwich and the price is £120.00 with a 4 year life cycle. - the upkeep was down to the VH and the cost was agreed.

DS will find out how much a cabinet will be to house the kit and update all. We have had £396.00 funded by the PC is this going to be enough?

**11, ACTIONS REQUIRED AND BY WHOM:**

See Separate Sheet: Please advise CC when completed and she will update the sheet.

**Meeting Ended at: 17.30 Hours**

**Next Meeting: TBC**