HOCKWOLD VILLAGE HALL Committee Minutes

24th March 2025/ 3:00 PM / VENUE: Hockwold Village Hall

Hockwoldvillagehallsecretary@gmail.com

Committee Members Present: Sue Annear, Colin Holman, Gina Sizer, Chrissy Cottell, David Sismey, Peggy Baker and Maria Day, Emma Owner and Samantha Newman
Guest Attendee: Parish Clerk - Hilary Cox

53. Welcome from Chairperson – SA

Sue gave her appreciation for all our time

54. To receive and approve apologies for absence - SA

Apologies received from SN – No apologies from EO/PB or HC

55. Approval of Previous meeting minutes - SA

Approval of minutes by all and signed.

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

CC Declared interest on Roofing Contractor – Camtech as distantly previously related.

MD and GS and SA declared interest as WI Members Item No. 73

57. Lettings Update - GS

Saturdays in June have been popular, turning requests away as fully booked.

Bouncy Castle – Person enquiring has been informed that they need to hold an insurance policy or the company of the castle has to hold one and be in attendance for the period of hire. (copy of either, will be required) before agreeing to any hire agreement.

58. Cleaning Contractor Update - GS

Our current cleaner (Tracey Freeman) has been re-awarded (as per last meetings vote) and has since been informed. She has also been sent the new Cleaning Rota List – GS needs to request a copy of her Insurance Policy.

59. Financial Update - CH

Statement of Financial Activities was handed out and certain areas discussed.

Our spend over Income in the last month is an overspend of £1957.80p

The repairs to the rear Flat Roof being 50% more than our original budget and the cost of changes required to bring the hall to Fire Regulations is going to use any funds we currently hold.

60. Bill of Accounts - CH

Paid:

Brian Clarke Decorators	- £1198.00
S Annear – Keys	- £49.45

Bills to Pay:

Cleaner 2 months	- £440.00
Blazetech – Fire Risk	- £474.00
D Sismey – Locks	- £11.99

All Bills to pay approved.

61. Auditors Quotes and Vote: CH

Colin explained Auditors quotes: -

Nicky Ellis	Worthwhile Accounts Ltd.,	£60.00 +vat Approx
Karen	Wharf Accounting	£200.00
Kathy	Early Retirement	FOC (Free of Charge)

Committee discussed. Many of us not happy with FOC even though we have not got much money, we just felt uncomfortable.

£200 bit too much. We looked at the website for Worthwhile Accounts and they look professional.

Worthwhile Accounts: Proposed by CC – Seconded by GS Approved by All

62. Cleaning - SA

Rota: 2xPersons - Cleaning Tables - Extractors (Kitchen and Hall) - Moving Appliances in Kitchen to clean behind/under.

SA Explained that we did not expect and it would not be safe for the cleaner to follow out the above duties.

SA suggested we do these tasks between us. It was agreed that a Rota to be put up of tasks above and have a tick box with date and to try this method out and see how it goes. CC to form a Tick Box and put up on Kitchen Noticeboard.

Blue Roll (SA to provide)

5ltr White Vinegar (GS to provide)

63. Communication - HC

To go over communication protocol and management of communication.

HC sent apologies after meeting and will discuss this at next month's meeting.

64. Combination Padlocks for External Shutters Quote and Vote - DS

DS – Best Price £10 per padlock. It was worked out we need 10 new padlocks for external shutters.

Other material will be required for Shutters to be bought up to working order. DS is hoping this material will be donated.

SA – Also asked DS to put in a bill for his time.

DS - Not too comfortable to charge us for his time, however, as a committee we are not comfortable with keep asking him to do these jobs without payment.

A £20 per hour cost was agreed by committee if and when DS felt he had done extra above volunteering hours on maintaining the hall for us.

*The previous window cleaner mentioned he had a key for the current padlocks CC requested for him to put through our post box at the Hall – if we needed additional padlocks which would be on a different key would it not be best to replace all? *

Will wait to see if the key is returned and if it works ok and discuss further.

65. Cracked Glazed Unit Quote and Vote – DS

Cost of above unit and DS will fit - £64.19

Proposed – SA Seconded – CH – All Approved.

66. Flat Roof Quotations and Vote - CC

Quotes received by:

Roman Roofing

The Roofing Company

Camtech

Wrights Roofing

All above were discussed in full and it was decided that The Roofing Company would be awarded/offered the contract.

Proposed – SA Seconded – GS – All Approved

67. Urinals Plumbing Quotes and Vote - CC

Quotes Received from:

Jonathan Arnold

Westbrook

R H Lindsey

All above quotes were discussed in full.

It was decided that if JA's quote was final price and he could fit a new battery than the works to be awarded to him. DS to check full details.

If not, final price, then to offer the works to Westbrook.

Proposed – GS Seconded – MD - All approved.

68. Boiler Quotes and Vote - CC

Quotes received from:

Micheal Reeve's

Westbrook

R H Lindsey

All quotes need to include replacement radiators. It was suggested we contact all who quoted and informed them that funding is required for this project and once/IF funding obtained, we will go back out to them again. CC will contact all who quoted.

69. Drainage Quote & Vote - CC

Quotes received from:

Mitchell & Mayle Ltd

Ace Ltd.,

After some discussion it was decided putting a camera down may not be possible if it is blocked and clearing it may need suction rather than a jet, as we are not sure if this drain actually goes anywhere.

Out of the 2 quotations received it was agreed to go back to them and Dial a rod or similar and explain the situation in more detail and obtain confirmation of how much it would be with this additional detail.

70. Sanitary Bin Quote & Vote – CC

Quotes received from:

Active

Phs

Initial

All the above were discussed. CC to find out if Phs as preferred by majority can do on particular afternoon, reference not able to give key out ie: someone will need to be there. Discuss further at next meeting.

71. Window & Door Internal & External Cleaning Quote & Vote - CC

Quotes received from:

Thompson Windows

Summit Windows

Pure Flow

All above quotes discussed. It was decided to offer the contract to Summit Windows due to their professionalism with coming how quickly they visited the hall, the quotation itself, the offer of all official policies required etc: CC was asked to contact to confirm if happy on a 2 monthly contract and when to start etc:

Proposed – MD Seconded – DS - Approved by all

72. Action List - CC

Updates on some areas not listed on Agenda

GS and MD had to leave the meeting in 10 Minutes – so will leave Action List until next meeting: -

73. Request from WI - CC

Additional Plaque under the photo of Mrs Peacock request for their 100th Year.

We received a letter from the WI with the request for above mentioned. It was discussed and decided this was important to support.

Proposed – CC Seconded – DS – all others agreed that had not declared conflict of interest.

74. Matters Arising - CC You can mention anything that is not on the agenda, but no decisions/voting can take place at this meeting. Any other areas for voting will have to go on the next meeting's agenda.

Fire Risk Assessment Group – DS to try and organise the FRAG to hold first meeting before next full committee Meeting.

Meeting Ended at: 17:00 Hours

Next Meeting Date: Monday 28t April 2025 3pm – 5pm