HOCKWOLD VILLAGE HALL

Committee Meeting Minutes

23rd October 2024 / 4:20 PM / VENUE: Hockwold Village Hall

ATTENDEES

Sue Annear, Colin Holman, Gina Sizer, Chrissy Cottell, David Sismey, Peggy Baker and Maria Day - Samantha Newman

AGENDA

1. **Welcome from ChairPerson - SA**

   Thanked everyone for coming. Apologised for being slightly late - Apology from Emma Owner as unable to attend and welcomed a pop in from Hilary who showed us a new picture of the King and would we like it. Unanimously voted we would love it… DS to contact Hilary when ready to put up in the hall. Thanyou Hilary, much appreciated.

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

   a) Tracy Freeman is the cleaner. GS now has her email address and will email and invite her to the next meeting as we need to know. Hours/Wages/Full contract information. Keys? And the main hall/kitchen/foyer/toilets need a Deep Clean CAC to make contact with companies and obtain quotations for such work.

   b) Long discussions took place for Hourly rates for various clubs. The committee agreed an increase from January 2025 (see below) and new contracts to be sent out to be signed by all regular hirers.

Friendship Club	8.00 per hour
WI	8.00 per hour
Badminton	10.00 per hour
Karate	10.00 per hour

School	750.00 per term (3) with hours listed during the working week. They may be requested to move some agreements if additional hirers wished for the hall where we would obtain payment. Limit of 6 additional uses outside of the agreed hours. Over and above Limit @ £12.00 per hour.
HATS	£375.00 Tuesday nights - Unless committee require for additional hirer where we would obtain payment. Plus: One Week Pantomime week. Plus Saturday at a Special rate of £10 per hour.
Fundraising Events and Village Organisations:- ie: Melody Makers	£10.00 per hour
All others:-	£12.00 per hour - £120.00 Full Day

c) Question was asked about the capacity of the hall. No one officially knew. CAC to contact the Insurance company and see if anything is mentioned and advise.

3. Update from Treasurer – CH

d) Bank Statement copy given to all.
e) Other Signaturies to bank Account - Agreed SA and GS
f) Last Year Annual Return given to Secretary to upload to Charity Commission asap.
g) Insurance - Due for payment 1st January - estimated £1200.00 per annum
h) Roof - Approx Cost - £5600.00 and due to start in the next week or so.
i) Oil has been delivered and taken out of total.
j) Boiler Service to be paid.
k) Defibrillator - VH paid for replacement parts - but the Parish Council has agreed that they will take over any further costs.
l) Stab Kit - We have received money for the “Box Only” - DS will find out more information and how much more it will cost. DS is happy to maintain Defib and Stab Kit going forward. If the committee decides the Stab Kit Box etc: will not be purchased we need to pay the PC back the money received.
m)

4. Topics for conversation – Various Persons

- The need to prepare a maintenance report of the Village Hall. - SA
  CC Agreed to start a maintenance agenda - everyone to advise CC what they believe doing and dates of action for each to be agreed and sorted by committee. So far, we have, Car Park, Wall, Coving, Radiator Stat covers, Floor below one of the radiators lifting.
- Update Boiler Quotes - CC agreed to obtain 3 quotes for replacing the current boiler. Which is currently working, but is very old.
- Change locks for external doors - DS agreed to arrange change of external locks
- Key sign in sign out register - CC - Agreed to have a record of the key holders are: ALL to record if any are given out and record when returned.
- Websites (General) - CAC to maintain going forward
- Facebook Update - CAC to maintain going forward
- Charity Government Website - To maintain going forward.
- Grab Rail - DS found the grab rail and will fit asap
- Funding for New Boiler - CC has had a look at this possibility but there is too much to complete by the 15th November - SA to keep an eye out for possibilities going forward.
- Documentation - ie: Safety Notice - Music Licence - Environmental Policy - CAC to Maintain going forward.
- Notice Board Key - 3 Keys for the Noticeboard. BM has one - CC to contact to see if we can have back. Update: BM found the key and will return to CH and CH to pass to SA at the next meeting.
- Central invoicing person - GS - Possibility as Letting Agent to be made aware of payments and able if required to chase payments.
- Issue with letters using community bin for the refuse - make signs to make users aware of need to remove rubbish - MD to produce, Print and Laminate some copies and put up around the hall.

ACTIONS REQUIRED AND BY WHOM: - CHECK LIST ATTACHED: Please advise CC when completed and she will update the sheet.

Meeting Ended at: 6pm

Next Meeting: 8th November 2024 - 4pm HVH - to finish no later than 5.30pm