HOCKWOLD VILLAGE HALL COMMITTEE
MINUTES FOR MEETING

2ND FEBRUARY 2026 / 3.00PM / VENUE: Hockwold Village Hall

Hockwoldvillagehallsecretary@gmail.com

Committee Members Attendees: - Sue Annear, Colin Holman, Chrissy Cottell, David Sismey, Maria Day, Emma Owner, Gina Sizer, Gary Sanders, Beverley Andrew and Non-Voting Member: Cllr. Samantha Newman – Raymond Lane – Volunteer Fire Risk Advisor

202. Welcome from Chairperson – SA - SA Welcomed and thanked everyone for their time in attending yet another meeting. Especially our new committee members Beverley Andrew and Gary Sanders.

203. To receive and approve apologies for absence – SA

Apologies from Cllr. S Newman as unable to attend today's meeting.

204. Approval of Previous meeting minutes. SA/CC

12th January 26 Minute Approval - Proposed GS Seconded MD Agreed by All

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

Gary Sanders - HATS

206. Lettings Update - GS

Received a request for Hall on Thursday 7th May 2026 as potential Polling Day - last time was cancelled - we wait and see.

School has now paid. EO and GS discussed that emailing EO and EO will forward and chase is possibly a better way to obtain payment in the future. It was agreed to trial this procedure, see how it works.

Bouncy Castle requests: - We have had more bouncy castle requests. We cannot obtain insurance etc: CC will highlight Bouncy Castle situation on our website and Facebook.

BA - Reference - Wieting Model Car Club - If they wished to hire HVH instead of Weeting Village Hall, could we offer a regular evening and how much would the hire be? GS said Wednesday evenings could be available 2nd and 4th if that worked and as a regular hirer the cost would be £10 per hour. Requested Storage - Currently no storage room available.

Hire Details Pre meeting

Date	Hirer	Amount	Paid
24th January 26	Laura - Stampin Up 10 - 3	£ 60.00	☑
24th January 26	David Sismey	£ 96.00	☐
25th January 26	WI 100th Birthday All Day (& meeting)	£100	☐
1st Febuary 26	Private party (9-2)	£ 60.00	☑
			☐
			☐
			☐
			☐

Hire Details Post meeting

Date	Hirer	Amount	Paid
8th February 26	Private party	£ 60.00	☑
28th Feb 26	Laura - Stampin Up	£ 72.00	☐
1st Mar 26	Possible party		☐
7th Mar 26	Private Party 12-6	£ 72.00	☑
8th Mar 26	Private Party 1-8	£ 84.00	☐
25th Mar 26	Washrights AGM (small room)	£ 16.00	
28th Mar 26	Bowls Club Quiz	£ 25.00	
			☐
18th April			☐
			☐
			☐
			☐

Details Regular Hirer's

Date	Hirer	Amount	Paid
Oct - Dec	School	£ 750.00	☑
Jan-26	Karate Mon/Fri/Sun perodically	£ 80.00	☑
Oct - Dec	Badminton	£ 190.00	☑
Oct - Dec	Friendship club	£ 64.00	☑
Jan - Mar 26	Friendship club	£ 96.00	☑
October (yearly) 25	WI	£ 288.00	☑
Monthly	Mini Market	FOC	☑
Monthly	Parish Council	FOC	☑
			☐
			☐
Jan - Apr 26	School	£ 750.00	☐
Jan -Mar 26	Badminton		
			☐

207. Financial Update - CH

CC - Missed from 12th January 2026 Minutes: - Apologies

Discussed staying with last year's Auditors this year Worthwhile Accountancy. Going out to tender again ready for next year. CC Proposed to stay. GS Seconded and All Agreed.

CH - Discussed Financial statement ie:

Regular Hirer payments - School and WI -

Cleaning - 2 months Paid

Insurance - Negotiations means we have paid less this year than last year.

Donations - Cheque cleared for British Legion

Administration - Lloyds charged £1 not sure as to why

Budget to be agreed:

CC - 11K for Repairs and Refurbishment not enough - this was discussed and suggested £15K As Fire Doors 11K approx - Legionnaire Survey - Car Park - Disabled Parking and Disabled Toilets all need attention as soon as possible.

CH - Highlighted that if that's the case, where we were going to running at a loss of £1175.00 for 2026 . This loss will rise to £5175.00

CH and SA to meet to propose a Budget for Approval.

Hockwold Village Hall

Statement of Financial Activity
Year ended 31st December 2025

	2026	Budget 2026	2025
Incoming Resources			
Hall Hire Regular	1368.00	5000.00	4814.00
Hall Hire Casual	132.00	1500.00	1359.00
Bleed Kit	0.00	0.00	0.00
Donations and Grants	9500.00	9500.00	750.00
Mini Market	0.00	500.00	591.00
Fund raising	0.00	1000.00	345.00
Donation/Sundries	0.00	500.00	65.00
Resricted Donation	24.18		378.07
Total Incoming Resources	11024.18	18000.00	8302.07
Resources Expended			
Administration Expenses			
Caretaking & Cleaning	440.00	3000.00	2940.98
Insurance	0.00	1050.00	1010.84
Licences	0.00	200.00	166.20
Electricity	76.25	1000.00	877.96
Oil	0.00	900.00	728.75
Water	124.87	250.00	170.41
Repairs and refurbishment	0.00	11000.00	13845.98
Bleed Kit	0.00	0.00	497.99
Equipment testing/installation	0.00	500.00	804.87
Donations	25.00	25.00	0.00
Admistration	1.00	1250.00	123.99
Total Resources expended	667.12	19175.00	21167.98
Net movement in funds	10357.06	-1175.00	-12865.91
Balnces b/f 1.1.2025	6177.38	19043.00	19043.29
Balance	16534.44	17868.00	6177.38
Llyods Bank	16534.44		6177.38
Plus Uncleared ChequesPlus	0.00		
Nett Funds 31/12/2025	16534.44		
	0.00		

208. Bill of Accounts - CH

Hockwold Village Hall				
	Bills Of Account			
Dec-25				
PPl PRS	FPO		£85.90	
British Gas	DD		£113.11	
Allied Wstminister	FPO		£1,010.84	
Mayes Electrical	FPO		£18.00	
Jan-26				
T Freeman	FPO		£440.00	
British gas	DD		£76.25	
Service Charge			£1.00	
Anglian water	DD		£124.87	

CC - Advised Fire Extinguishers service due this month February 2026

Bill of Accounts: Proposed Approval GS - 2nd CC - Agreed by All

209. Funding Update - CC

National Lottery Community Fund - Now in Bank 9.5K - for payment towards Fire Doors

210. Rental Price Increase Discussion - GS

Due to the possibility of making a loss this year. We need to discuss a possible increase in Hire costs.

After lots of discussion it was agreed: From 1st April 2026

Regular Hirer's: WI/Friendship Club to increase from £8 per hour to £10 per hour along with Other regular Hirer's ie: Badminton and Karate.

Other Hirer's Price to Increase:

Hourly Rate - £12 to £13.00 per hour

Daily Rate - £120 to £130.00 per day.

Meeting Room Only - £8 to £10 per hour

211. HATS Container and Additional Week Request - GS

HATS requested Container to be sited in Hall Car Park - Additional Week November and a Week in May.

After lots of discussions it was proposed by CC - MD Seconded - ALL - Agreed

14th - 29th November - Overlaps with School Requirements - EO said they will trial this year to see how it goes. CC - I believe that is very generous of EO as that only gives the school limited time to carry out rehearsals for their end of year show. Thank you, Emma, much appreciated. - Cost of additional Week was agreed at £100.00 as no additional revenue will be going into HATS - the additional week is to give them more time for the setup of the stage/hall.

Further to the additional week in November. HATS requested another week 16th - 24th of May - this overlapped with the school again and this time we asked if they could put back to May 23rd to 31st May as School break of term. This was agreed BY GJS. Cost of this week Hire £350.00

EO - Had to leave the meeting and the Fire Alarm Weekly test was undertaken.

HATS have emailed request to hold their container on Hockwold Village Halls Car Parking Facilities.

After a long thought process of various possible ideas and the pros and cons.
It was decided to propose to Parish Council for their approval the following:
That the container request is agreed in principle.
To be sited 1.8M from Oil Tank and to go along the side wall. This will take up some parking Bays, but will give some parking back, just parking in a different direction.
An agreement will need to be drawn up. Ie: who owns container if/when HAT packs up i.e.: cost removal or Container be sold and proceeds to HVH (if viable).
£100 Peppercorn Rent - First Year and to be reviewed on yearly basis.
Parish Council to be notified and request for their approval -SA
GS - Proposed - MD 2nd - ALL Agreed

212. Disabled Parking Bay - SA

DS Proposed that the car parking space for disabled parking be moved to the next spot, clearing any muddy collection in current space. Needs to be cleared/marked and new signage.
It was mentioned that possibly the same companies discussing for the potholes may do this type of work also? Move to next meeting as SN has possibilities and was unable to attend this meeting.

213. Car Park Potholes - SA/SN

It was mentioned at the AGM that the potholes are worsening and need to be addressed.
SN mentioned that a company she knows, may do the job at a generous price as we are a Charity. SN unable to attend today's meeting, so moving this topic to the next meeting.

214. Mirror - Meeting Room for HATS - SA

The mirror in the meeting room was removed when it was decorated. As we were not aware that HATS used it; we could not see a reason at the time to keep it. HATS requested mirror replacement as they use it a lot, whilst using the hall. BA donated a mirror that can be used at the performances and stored whilst not in use. HATS could do with others…. So, we are all on the lookout.

215. Hall Insurance Update - SA

CC went out to tender. At the meeting in December, CC had some checks to do before we could approve an insurance company for 2026. After some discussions, we have kept with our current Insurance Broker Allied Westminster as they cover our requirements. The others Who was cheaper, did not give us the cover required, by the time they added/adjusted to meet Our requirements were close to our existing company. CC went back to existing Company Allied and negotiated a lower price than last year, with the same cover if we agreed to a 3-year contract to keep with them.

Insurance ran out at the end of December, and no other meetings were planned. The committee discussed via WhatsApp group and agreed to keep with Allied. GS Proposed - SA seconded And all agreed.

216. Fire Door Quotation Update - RL

CC and RL have followed up with companies that DS originally contacted. And a couple of others.

RL has since taken over as some technical questions were raised. RL is putting together a list of company's quotes - pros and cons and should have final details for our next meeting.

For example - some wished £75 per door survey payment before being awarded the contract

Others were FOC - any survey cost requests are a no no from committee.

Some not able to do Electric Cupboard and majority if not all, cannot fireproof around Cables in the cupboard. Await final details for the next meeting before awarding the contract.

RL was reminded that the work would have to be done during school holidays.

217. Matters Arising - CC

CH - Oil needs ordering - SA Proposed - GS Seconded - All Agreed for CH to obtain the best deal available at this time and get some ordered please.

GS - does anyone know if M Reeve has been and sorted the thermostat for the heating. No one was aware, GS will chase.

CC - Someone mentioned one of the taps in the ladies was sticking and staying on. (Could be the reason for high Water charge, this time round) ... DS said he will have a look and try and sort tomorrow. (Thanks DS, appreciated).

GS - Door Restrictor on one of the fire doors sticking. DS said he knows what GS meant and Will pop over tomorrow and sort. (Again, DS you're a diamond) ...

218. Items to be added to next meeting - CC

- Constitution and Governance
- Yard Sale
- Christmas Fair
- Legionnaire Survey
- Fire Risk Advisor Update
- Ladies Toilets - Locks and Handle - Difficult and hurting ladies' hands.

Meeting Ended at: 17:00 Hours **Next Meeting Date: 2nd March 3pm - 5pm**

12th January 2026 Meeting Minutes – Signed Off with Committee Agreement

Proposed Approval CH - Seconded DS - Agreed by All

Signed Sue Annear: S'Annear

Signed C Cottell: C M Cottell