HOCKWOLD VILLAGE HALL COMMITTEE
MINUTES FOR MEETING

18th May 2026 / 3.00PM / VENUE: Hockwold Village Hall

Hockwoldvillagehallsecretary@gmail.com

Committee Members Attendees: - Sue Annear, Chrissy Cottell, Maria Day, Gina Sizer, Colin Holman and Non-Voting Member: Cllr. Samantha Newman – Raymond Lane – Volunteer Fire Risk Advisor and Guest Hilary Cox - Parish Council Clerk

253. Welcome from Chairperson – SA – Thanked everyone for their time in attending yet again and its very much appreciated.

254. To receive and approve apologies for absence – SA

David Sismey, Emma Owner, Gary Sanders, Beverley Andrew

255. Approval of Previous meeting minutes. SA/CC

13th April Minutes Approval - Proposed GS Seconded MD Agreed by All

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

No declarations received

257. Lettings Update - GS

Hire Details Pre meeting			
Date	Hirer	Amount	Paid
18 th Apr 26	Private Party 2-6	£ 72.00	☑
7 th May 26	Polling Station	£ 130.00	☐
			☐
			☐

Hire Details Post Meeting

Date	Hirer	Amount	Paid
29th May 26	8pm Hats set up (inv together)		☐
30th May 26	Hats Hire		☐
6th June 26	Community event £10 per table		
13th June 26	Village Yard Sale (Hall open)		☐
20th June 26	Laura Craft	£ 78.00	☐
8th July 26	Craft Workshop evening	£ 39.00	☐

Details Regular Hirer's

Date	Hirer	Amount	Paid
May - Jul 26	School (Not sent yet)	£ 750.00	☐
Apr-26	Karate Mon/Fri/Sun periodically	£ 80.00	☐
Apr - Jun 26	Badminton		☐
Apr - Jun 26	Friendship club	£ 120.00	☑
October (yearly) 26	WI plus extra 100th BD		☐
Monthly	Mini Market	FOC	☑
Yearly	Parish Council	£ 400.00	☐
Mar-26	Badminton 2	£ 36.00	☑
26-Apr	Badminton 2	£ 26.00	☐

Updated since above chart.

1. Hats – Friday evening 6 Hours Plus all day Saturday - £160.00 as village charity.
2. Community Event 6th June - £10 per stall + £5 additional stall.
3. School Invoice now sent.
4. Hockwold Parish Council Paid

258. Financial Update - CH

As at 10th April needs to be edited to read as of 15th May 2026

After all the expenses we have had this year CH was delighted to inform us for the year, we are still positive of £344.99.

Obviously, the Community Lottery Funding of £9500.00 has allowed us to update the hall with Fire Doors which were highlighted as being required by the Fire Risk Assessment held last year.

We do have “Easy fundraising” Account that has bought in £111.00 so the more members spend using the easy fundraising platform will assist with monies coming in.

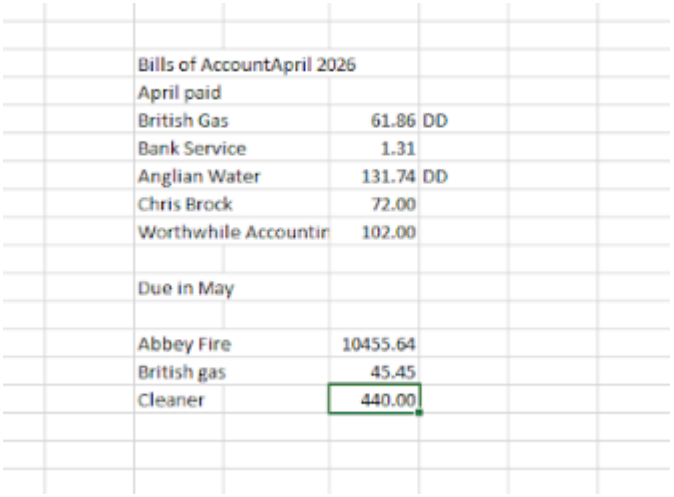
And of course, thanks go to Pauline Arnold who runs the Mini Market where proceeds go to the village hall.

Hockwold Village Hall

Statement of Financial Activity
Year ended 31st December 2026
AS 10th April 2026

	2026	Budget 2026	2025
Incoming Resources			
Hall Hire Regular	3184.00	5000.00	4814.00
Hall Hire Casual	571.00	1500.00	1359.00
Bleed Kit	0.00	0.00	0.00
Donations and Grants	9500.00	9500.00	750.00
Mini Market	130.00	500.00	591.00
Fund raising	0.00	1000.00	345.00
Donation/Sundries	0.00	500.00	65.00
Resricted Donation	136.62		378.07
Total Incoming Resources	13521.62	18000.00	8302.07
Resources Expended			
Administration Expenses			
Caretaking & Cleaning	1502.37	3000.00	2940.98
Insurance	0.00	1050.00	1010.84
Licences	0.00	200.00	166.20
Electricity	280.17	1000.00	877.96
Oil	327.92	900.00	728.75
Water	256.61	250.00	170.41
Repairs and refurbishment	10563.50	15000.00	13845.98
Bleed Kit	0.00	0.00	497.99
Equipment testing/installation	112.80	500.00	804.87
Donations	25.00	25.00	0.00
Admistration	108.26	125.00	123.99
Total Resources expended	13176.63	22050.00	21167.98
Net movement in funds	344.99	-4050.00	-12865.91
Balnces b/f 1.1.2026	6177.38	19043.00	19043.29
Balance	6522.37	14993.00	6177.38
Llyods Bank	6522.37		6177.38
Plus Uncleared ChequesPlus	0.00		
Nett Fund 10th/4/2026	6522.37		

259. Bill of Accounts - CH



Bills of AccountApril 2026		
April paid		
British Gas	61.86	DD
Bank Service	1.31	
Anglian Water	131.74	DD
Chris Brock	72.00	
Worthwhile Accountir	102.00	
Due in May		
Abbey Fire	10455.64	
British gas	45.45	
Cleaner	440.00	

SN – asked who Chris Brock was – Window Cleaner

HC – Requested CC to put together a spreadsheet with details of our yearly running costs.

260. Legionnaires Survey – CC

CC emailed out to Committee spreadsheet with quotes from various companies and what was included last week, and a couple of companies were highlighted as being additionally helpful with information provided.

COMPANY		PRICE	ADDITIONAL PRICE AND/OR COMMENTS	ADDITIONAL PRICE		
URISK	RISK ASSESSMENT	£385.00	Additional cost for:- Logbook - Schematic drawing - One Person OnlineTraining	£299.00		
TAURUS	RISK ASSESSMENT	£525.00	Includes S.Draw - Additional is per test sample IF needed.	£75.00		
FOURBRIDGE	RISK ASSESSMENT	£375.00	Basic Risk Assessment Only			
THE TESTING LAB	RISK ASSESSMENT	£350.00	Includes Schematic Drawing			
ABSOLUTE	RISK ASSESSMENT	£350.00	Includes Schematic Drawing and Assets Report			
GES	RISK ASSESSMENT	£400.00	Includes Schematic Drawing and Assets Report			
LUBRON	RISK ASSESSMENT	£700.00	Includes Schematic Drawing and Assets Report - Additional Cost is for:	£998.00		
			1. 2 Water Hygiene – Six Monthly Visits			

			2. 2 Water Hygiene Sampling (Annually) - Legionella			
			Sampling (2No per year)			
			3. 2 Water Hygiene Sampling (Six Monthly) – TVC, E.Coli &			
			Coliforms (2No per year)			
			4. 1 Legionella Logbook setup			

A vote was held and GES were awarded the contract. CC to make contact and

arrange.

261. FRA Assessment Update – RL

1. Plastic runway for the grass outside the Function Room's Fire exit door. (13.9) Action to install agreed at the meeting dated 2/03/26 but plastic runway not yet in place.

2. Holes in walls. This work is now subject to a separate Quotation 03 Fire Stoppage works. Companies who can undertake this work are being sorted.

3. Meeting Room External Sign. Completed.

4. Electrical Cupboard: New Cupboard Completed. Fire Stoppage works covered in (2.) above.

5. Smoke Alarms: Original Quotations were unacceptable. New quotes to be sorted out.

6. Fire Doors Completed.

7. In order to eliminate points 17.1 (Fire panel check) and to assist with point 12.1 (Smoke detectors), I have contacted Chris James of CJS Fire & Security supplied by CC and he has stated he would undertake a full inspection of the fire alarm panel and the check of the emergency lighting for £140.00 and could provide a quote for the smoke detectors at the same time. This seems a very reasonable price but requires HVH Committee Approval.

   Proposed: CC – Seconded GS – Agreed by all.

   Incident Officers: MD and GS stepped down from being a listed Incident Officer.

   SN was nominated and accepted to be listed as an Incident Officer.

   Incident Officer equipment was passed from MD to SN.

   All Policies and Agreements will need to be updated by CC asap.

   Incident Officers also need to add to AGM for agreement for listed to agree to stand for another 12 months.

Progress Chart

Current Status	No. of Items	Comments
On Hold	2	7.8 (Boiler), 19.5 (IO Refresher Training)
To Be Started	1	19.4 (IO Training)
In Progress or partially completed	11	7.10 (Electrical Checks), 10.8 (Holes in Walls), 11.5 (Large gatherings aware of procedures), 12.1 (Smoke detectors), 13.9 (Wheelchair escape routes), 14.5 (Extinguisher use), 16.5 (Fire Out of Hours), 17.1 (Fire panel check), 17.2 (Fire Detection Checks), 19.1 (Fire Drill), 19.6 (IO equip lists)
Completed	42	All Other Points
Total	56	Item 14.11 (Dust Covers) removed as not required.

14 Original High Risk 9 are Completed and 5 are In Progress

GIFTS - Via committee emails it was proposed by CC Seconded by DS and agreed by ALL to purchase a gift for Raymond Lane and Janet Lane – as a thank you for all the time Ray has spent on Hall Projects and to thank Janet for losing her husband for all these hours/days/weeks. CC issued RL with a Voucher to spend on his 2nd hobby and some flowers for Janet. Thankyou both. RL's time spent was unexpected but very much appreciated by the committee.

We would like to point out that these Gifts are a one off as RL was not a committee member at this time, but a local village volunteer and was not paid and will not be paid by anyone for any information and time given to Hockwold Village Hall. Ie: No committee member receives Gifts or payment. Unless in an official capacity as voted works project as an official business agreement.

262. HATS Container – GJS

GJS not at meeting but sent information that there is No Update/changes to report.

263. Car Park Potholes and Disabled Parking Bay – CC

Update: CC received an update from the Savills Land Consultants working on behalf of Anglian Water. We were hoping Anglian Water would make use of the Village Hall Car Park for works required in the village. In return we asked for our car park to be clear of potholes and generally tidy it up. However, below is the basics of their latest response.

Hall sits on top of the school and shop - busy with pedestrians

Contractors could be on site Several months - Extra Vehicle movement and activity increases risk to people walking through.

Sounds like they require the whole car park and during the duration of the project the hall will have to close to any bookings during that period.

Cllr. Sam Newman owns a field of which she would offer Anglian Water the use of in return for the village hall car park to be repaired and tidied up. This will be dependent on further discussions and what disruption this could cause to the village as a whole and nothing better for the village is offered. CC to email Savills and cc Cllr Sam Newman.

264. Constitution/Governance – CC

A draft was sent to the Parish Council for their approval. It was approved apart from they requested "Surrounding areas" to be added.

The Final Draft was sent out to the committee again for them to see the edited section and then signatures were done at the meeting.

Everything was signed; however, further discussion was referred to the point 5.3 Voting rights to make it clear that all committee members have the right to vote i.e.: committee members representing individual clubs. We can use the current Parish Council agreed constitution until the PC agrees to the updated version.

Proposed – SN – Seconded SA – Agreed by All

265. Hockwold Community Event Update – CC

6th June Community Event being held at the Village Hall and Organised by Beverley Andrews.

Discussions were held: - and it was agreed as this is not a Village Hall event but a community event, and as a committee we have not been involved in organising or supporting the event, we do not feel it is appropriate for us to receive any further profit from the day other than the charge for the stalls. CC was asked to email BA to clarify the HVH Committee's position.

Proposed SN – Seconded GS – Agreed by All

266. Parish Council Grant Application – CC

Vote on what we wished to apply for (what's more important). Some suggestions:

New Kitchen Tables on wheels, Gents and Disabled Toilet Refurbishment, Smoke Detectors.

CC Proposed Smoke Detectors as being the most important as another item ticked off Fire Risk Assessment requirement. Seconded by MD and Agreed by All.

267. Email Addresses – SN

SN suggested that all main committee members had a Hockwold Village Hall email address.

This would aid any further change of committee members as anyone taking over can take over the official email address and have all records previously held.

Only 2 needing new email addresses are: Chair and Treasurer.

These will be set up by current members Sue Annear and Colin Holman asap.

Proposed SN – Seconded CC – Agreed by All

268. Boiler, Kitchen and Meeting Room Keys – RL

RL – Handed GS 3 Keys for each mentioned above.

1 set to be held by: GS as main key holder

1 set to be kept in Tannoy System Cupboard

1 set to be held by DS (if DS agrees, as not present at today's meeting)

Proposed by SA – Seconded – CC – Agreed by All

269. Fire Extinguisher Trained – CC

SN has a certification for Fire Extinguisher Trained. We are not sure, but EO may also have this certification. The listed Incident Officers will hopefully have FOC training on the next Fire Extinguisher service date.

270. Whats App Group Discussions – SN

Lengthy discussions took place on what is acceptable on HVH WhatsApp Group and what is not. A code of practice has been drafted but not finalised. After discussion SN was requested to complete the draft and bring it back to the committee for agreement.

271. Matters Arising - ALL

Report of Vandalism to HVH building – CC to complete a Police Incident Report for Insurance and Record Purposes just in case similar keeps occurring.

A confidential discussion was held regarding volunteer roles, responsibilities, and governance arrangements. The Committee considered recent queries, discussions, and advice relating to governance, confidentiality, and operational procedures. It was noted that a number of areas require clarification to ensure clear lines of responsibility, appropriate confidentiality, and protection for all parties involved.

The committee resolved, under section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, to exclude the public and press for this item due to the confidential nature of the matters discussed, including governance, legal, operational, and data protection considerations.

The Committee agreed that appropriate actions be taken to clarify roles, responsibilities, and communication arrangements going forward.

272. Items to be added to next meeting - CC

Fire Doors – Door Closers tight/harsh – Possible warning to users required?

Committee Vote for New Member and Role

Constitution next edition for approval

Code of Conduct for WhatsApp Group

Legionnaires Survey Result – Update

Clarification of Outcome of Discussions held

Fire Incident Officers Clarification

Meeting Ended at: 17.20 hours

Next Meeting Date: 13th July 2026 3pm – 5pm

13th April 2026 Meeting Minutes – Signed Off with Committee Agreement
Approval - Proposed GS Seconded MD Agreed by All

Signed Sue Annear: S Annear

Signed C Cottell: C M Cottell