HOCKWOLD VILLAGE HALL COMMITTEE
AGENDA FOR MEETING

1st December 2025 / 3:00 PM / VENUE: Hockwold Village Hall

Hockwoldvillagehallsecretary@gmail.com

Committee Members- Sue Annear, Colin Holman, Chrissy Cottell, Emma Owner, Maria Day, Gina Sizer, Clr. Samantha Newman and Guest Attendees: Fire Risk Advisor: Raymond Lane and Hilary Cox, Parish Clerk

169. Welcome from Chairperson – SA - Sue Annear welcomed everyone and again thanked them for their time for what they do between and at meetings.

170. To receive and approve apologies for absence – SA - Apology received from David Sismey as unable to make it today.

171. Approval of Previous meeting minutes. - Approved by GS seconded by MD and agreed by all.

172. To receive any declaration of Interest for any voting on today's agenda – SA No declarations were made for today's meeting.

173. FSC - Fire Safety Committee Update: - DS/RL

RL read out the following information:

1. Item 13.9 Action to install Plastic runway outside of Meeting room fire exit door. - Not completed as yet.
2. Holes in Walls - No change since last meeting
3. Meeting room external sign - awaiting repair to covering external door before sign can be fixed
4. Electrical Cupboard - No progress this month
5. Smoke Alarms - still await 3 new quotations
6. Anything to do with Fire Doors - On hold Pending Funding
7. Current Status:

   4 Items still to be started

   9 Items In progress or partially completed

13 Items on hold due to financial status - Fire Doors/Boiler

31 items Completed so far to date.

Thanks Ray - all the work you carry on doing is much appreciated.

174. Lettings Update - GS

GS - Went through Hirer bookings Pre-Meeting - Post Meeting and Regular Hirer's Paid and updated, paid, not paid.

No queries were raised.

For our information:

Bake and Brew Box - Did not go ahead with their enquiry

Wedding - 14th May - Nothing heard back so far to date

Birthday Parties - Bouncy Castle requirements, still causing non bookings due to not insured

Unless the Castle company has someone attending all the time using their insurance.

Cooking Enquiry - Nothing heard back

United Charities afternoon tea is not run by them - but by the WI and Friendship club -supported with a donation from Five Fox Farm

Karate - Thought they had booked the Sunday same day as the Indoor Yard Sale - but GS confirmed there was no booking for the Karate Club

175. Financial Update - CH

Hockwold Village Hall					
As of 13/10/2025					
		Statement of Financial Activity			
		Year ended 31st December 2025			
			2025	Budget 2025	2024
Incoming Resources					
Hall Hire Regular			4364.00	5900.00	5391.00
Hall Hire Casual			1131.00	2100.00	1886.75
Defif and Bleed Kit			0.00	0.00	1061.78
Donations and Grants			960.00		
Mini Market			505.00	500.00	673.00
other income			50.00		
Total Incoming Resources			7010.00	8500.00	9012.53
Resources Expended					
Administration Expenses					
	Caretaking & Cleaning		2940.98	3500.00	2940.81
	Insurance		0.00	1200.00	1130.75
	Licences		81.00	200.00	504.11
	Electricity		764.85	1350.00	1189.07

	Oil		728.76	900.00	558.29
	Water		170.41	210.00	180.82
	Repairs and refurbishment		13845.98	1600.00	162.19
	replacement parts for defribrillator		497.99	370.00	665.78
	Equipment testing/installation		786.87	250.00	202.40
	Improvements		0.00	6000.00	227.95
	Donations		0.00	25.00	
	Admistration		123.99		
Total Resources expended			19940.83	15605.00	7762.17
Net movement in funds			-12930.83	-7105.00	1250.36
Balnces b/f 1.1.2025			19043.29	19043.00	
Balance			6112.46	11938.00	19043.29
Llyods Bank			6112.46		
Plus Uncleared ChequesPlus			0.00		
Nett Funds 26/04/2025			6112.46		

The description of defibrillator needs to be removed from all Financial documentation as the costs relate to the bleed kit “not” the defibrillator as the Parish Council funded the defibrillator.

EO asked who looked after the Defibrillator and the Bleed Kit - Currently David Sismey maintains said items.

Parish Council informed the committee that they will pay Hockwold Village Hall £400 per year from PC Financial year starting in April 2026 for 10 Meeting Room usages per year + up to 6 Extraordinary meetings - Any additional usage after this will be charged at £9 per hour. Accepted and approved by SA - Seconded by CC and approved by all.

175a. Financial history and record-keeping (see letter from Parish Council)

HC - emailed earlier in the week to the committee a letter requesting the following information and for what reason.

HC requires 5 years of HVH Bank Statements - Invoices and Receipts. CH to pass this information to HC and for a meeting to be held between HC and CH once digested.

Reason: The Parish Council is reviewing how they approve which and the values of grant requests going forward.

176. Bill of Accounts - CH

Bill Of Account			
Oct		£	
British gas		42.25	
Fengate fastners		26.40	
D Sismey	Wickes battery	15.00	
G sizer	Toilet Paper	18.92	
Anglian water		21.63	
Nov			
T Freeman		440.00	
British Gas		49.65	

Future Payments -

Wreath Payment agreed by committee via Whatsapp - Approved CC Seconded SA Agreed by All

Electric - Building Insurance renewal - Music Licence Renewal - All required

EO had to leave the meeting due to an emergency.

177. Christmas Fair Update – GS

24 Tables Booked - Some of which have already paid.

Helpers Required: Stallholders - 8.30/9am

Front Door Opening 10am No Customers any Earlier

GS to email all stall holders with this information with the above information.

178. Asbestos Survey Update and Legionnaires Survey Quotes CC

Asbestos Survey - Done and paid for by the school (Thankyou, really appreciated)

(Copy of report is now with our insurance company and on our website).

RL - Read out the main points of the survey and explained he had created its own folder and it

All was available in the main fire folder information. Thanks Ray - appreciated.

Legionnaire survey quotations - No Companies than those already received quotes from are any closer geographically. 2 quoted £350 + vat - One was £495.00 + vat. One of the ones who quoted £350.00 + vat companies house financial did not look positive to give us confidence in awarding the contract - CC to go out to others and return further information to committee.

RL asked if the school was doing the Electric sockets as offered. CC not heard since, will send EO and email asking the question.

179. Window Cleaning Frequency - CC

It was discussed and decided to trial a quarterly Window and Door Clean rather than every 2 months.

On sending the window cleaner email, they returned with the price going up to £70 per visit rather than £60 as this price was based on every 6 weeks.

Committee Group WhatsApp agreed to this increase as it is still cheaper than every 6 weeks.

This confirmation request was sent to the cleaning company. GS Proposed - SA Seconded - All Agreed.

180. FUNDING UPDATE - CC - CC updated everyone with the fact that Crowdfunding has not gone well ie: 9 persons from the whole village has donated so far to date and with that information it is very unlikely we are going to reach the target of £12K to obtain the £2500 from Norfolk Community Fund - for this reason CC to email all persons donated informing them of the situation and offer a refund, explaining that the Village Hall Committee will have to come up with other ideas to raise funds.

HC - Informed the committee that the Parish Council could apply to Rural Funds for up to 5K if HVH Committee approved for them to try - Approval SA - Seconded CH All Agreed - Yes please.

181. Internal Cash Transfer Form Approval – CC

Form edited as per last meetings discussions – please see attached for approval.

The committee all sent an updated version via email previous to the meeting.

Approved - GS - Seconded CH - Agreed by All

Hockwold Village Hall – Cash Transfer Acknowledgement Form

Charity Number: 275000

This form is to be completed and signed by both parties whenever cash is transferred between committee members for official village hall purposes.

Date of Transfer: _____

Amount Transferred: £_____

Purpose of Transfer:

☐ Donation/Funding Received

☐ Other: _____

Transferred From:

Name: _____

Role: _____

Signature: _____

Transferred To:

Name: _____

Role: _____

Signature: _____

Additional Notes (if any):

Completed forms should be retained in the Treasurer's records for audit and compliance purposes

182. Insurance Renewel – CC

Insurance Renewal will be before the next meeting: Zurich came in at 799.00 our current Insurance Company (Allied) was £1,130.75 last year and have yet to quote.

CC to investigate why such a difference in price. Ie: Allied covering areas that Zurich is not?

Even though Allied customer service has been fantastic. We cannot afford to pay such a vast difference if we do not have too.

183. Display Posters – SA - SA asked us as a committee to agree who can request for us to advertise posters as concerned if we say yes to one and no to others: After careful consideration it was agreed that Hockwold Village Community/Charity Groups Only. No National Charities and to be careful of the wording of any Posters to what impact it may have on any individual.

184. AGM Agenda Discussions – CC

Discussed the process - SA as Chairperson will run the AGM - everyone else to keep quiet unless SA delegates them to respond instead of herself.

SN - To forward CC or complete committee copy of last year's AGM?

1. Welcome and Apologies for Absence

The Chairperson opens the meeting, welcomes attendees, and notes any apologies received from those unable to attend.

Notes:

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2. Approval of Minutes from Previous AGM

Review and formally approve the minutes of the last AGM to ensure accuracy and agreement.

Notes:

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3. OPEN FORUM

We will now open the floor for a 15-minute Q&A session, giving attendees the opportunity to ask any questions directly to the sitting committee.

Notes:

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4.. Chairperson's Report

A summary of the year's activities, achievements, challenges, and future plans for the Village Hall.

Notes:

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5.. Treasurer's Report and Presentation of Accounts

Presentation of the financial position, including income, expenditure, and any significant changes. Accounts should be available for review.

Notes:

6. Election of Officers and Committee Members

Nomination and election of key roles: Chairperson, Treasurer, Secretary, and other committee

Notes: Thank our group committee members for their work/time in the last year and ask them if they are willing to carry on.

Key Roles: - All have to step down and state we are open to carry on or not– ask if there are other volunteers for each role and then a vote to be carried
out._____

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9. Date of Next AGM

Agree on the date for the next Annual General Meeting.

Notes:

11th January 2027 @ 7pm

Refreshments available at the end of the AGM.

CC to email all club representatives advertising AGM date/time and asking them to attend if they are able and also consider being representatives of their club and join the committee.

185 . Matters Arising – CC

Vandalism

SN - PC have been discussing the possibility of painting the wall on the playground side of the hall building and then when vandalised we could just paint over it - what do we think?

CC - Who will pay? - not sure as yet, it was obtaining our approval before going back to Parish Council to discuss further.

Approval Proposed by: SA - Seconded by CC - Agreed by All.

Hat's Container request

GS - had a request from HATS asking if they can have a full time container in our car park and pay for usage.

After discussion:

CC to email Insurance company - what effect would that have on our insurance?

?? Container being next to Oil Tank - RL will investigate

Could the playing fields have it on their grounds as we have limited parking spaces as it is??

If they can - Remove part of Fencing with the doors of the container facing our car park option??

All depends on the insurance situation - to be discussed further.

Hockwold Village Stores

GS received a complaint from the village stores regarding someone putting Rubbish bags in their bin during the HATs performance period - this was discussed, but as we do not know who it was, there is nothing we can do.

It was also highlighted that Saturday Evening the shop put out bollards to stop people leaving their cars outside the shop during HATs performance. After discussion, we do appreciate them wishing to do that, but they have been informed by the PC before that this is not allowed and we believe their business would have increased with all the community going to the HATs performance rather than declined.

186. To be added to Next Agenda & Meeting - CC

Constitution / Governance Update

Insurance - As renewal is before the next meeting ... .It will be decided/voted via email and confirmed at the next meeting.

Legionaire's Survey Update

HATs Container Request

Funding Update

Meeting Ended at:

Next Meeting Date:

20TH OCTOBER 2025 Meeting Minutes – Signed Off with Committee Agreement

Signed Sue Annear:

Signed C Cottell: