MINUTES - HOCKWOLD VILLAGE HALL Committee Meeting

20th January 2025/ 4:00 PM / VENUE: Hockwold Village Hall

ATTENDEES Sue Annear, Colin Holman, Gina Sizer, Chrissy Cottell, David Sismey, Peggy Baker and Maria Day, Emma Owner and Samantha Newman, Hilary Cox

12. Welcome from ChairPerson - SA - Thanked everyone for attendance. David S apologised for being slightly late.

13. Minutes from last meeting - SA - Minutes 8th November were emailed previously and all agreed.

14. Topics for Conversation: Painter for Kitchen/Meeting Room - Deep Cleaning of Building - Roof Work Update - Bank Signatory update - Music Licence Invoice - Lettings Report - Financial Report - Insurance - PC Hilary's assistance

15. Painting Quotation/s Update - SA - SA handed out 3 quotations to all. D&B/N.Kimber/Mangles - after discussion. CC proposed D&B are awarded the project - Seconded by MD and vote agreed by all. With SA Abstaining as knows each bidder personally.

16. Deep Clean Quotation/s Update - CC - SA Handed out 2 quotations to all. Louise Atkins/Norfolk Cleaning Group and Schools Office Services - after discussion. SA Proposed SOS (School Office Services) - Seconded by CH and vote agreed by all.

17. Roof - Quotation/s Update - CH - CH informed us that Roman Roofing have never got round to doing the quoted/agreed work and after discussion it was agreed for the task to be started again. Proposed SA - Seconded GS and agreed by all. SA will take on this task as has a couple of companies in mind.

18. <u>Lettings Report -</u> GS Informed us that each weekend in February has at least one booking.

GS Handed out a copy of an agreement handed out to all “New Users Agreement” How to turn on Boiler - Bring Black Bags for rubbish and take home etc: We all agreed that was a good idea. HC advised that along with Hire Agreement (which we obtain signature) - that the Health and Safety Policy should also be sent out. GS also confirmed that Fee is paid in full before the event. Unless regular hirer’s where they are Invoiced.

Badminton Group has not agreed to the price increase for 2025 and requested GS to speak to committee and after discussion and HC advice it was agreed that we need to be clear of our price/s for the hall and it was voted by all. The price is as stated £10 per hour.

This highlighted that we needed to have a Pricing Policy in place which covered all committee and trustee members that the price was not personal; it was the Village Hall’s Pricing Policy. It was agreed that at the next available meeting we would decide on:

Regular Users Price: £10 per hour
One Off Price: £12.00 per hour
Contract Price:

And on how we intend to Increase WI and Friendship club with the regular price.

GS mentioned confirming capacity for the hall. SN had some figures but no one was confident in CC’s original estimations or SN’s current ones. CC agreed to take this task back on and contact the Fire Brigade and do some further investigation and update at the next meeting if possible.

HC requested if we have an answer to whether the PC paid for usage of the Hall. This was discussed but not decided and voted on. Ie: cover for Lighting/Heating or keep to the rule of regular users price. For this to be decided at our next meeting.

19. Bank Signatories Update - SA - CH is the only official signatory at this time, however the process to enable GS and SA is in progress. ***To be discussed at the next meeting - for CH to have a policy agreement to allow payment of certain Invoices without keeping to obtain others agreement. Also, that someone is asked to go through CH financial records to cover CH.***

20. Financial Report - CH handed out to all Financial Report for 2024 - this needs to be Audited, but for information the figures and paperwork all tie up with the figures shown in this report.

HC was requested to look at what our Financial Policy should cover, Analysis and comment.

HC handed out a couple of examples of what is expected on our financial reports and that a Bills & Accounts for agreement should be made each month. For Example: List what has been - what needs to be paid - what needs agreement before payment - referring to Financial Policy (yet to be agreed).
Electric - £228.43 - all agreed this needs to be paid
Locks payment to DS - all agreed this needs to be paid
Keys payment to SA - all agreed this needs to be paid
Cleaning Products to Fengate Fasteners - Paid with SA and CH approval as it was agreed for these to be purchased previously.
Defibrillator Cabinet and blood kit - all agreed for this to be purchased and paid as long as not over 10% more than original quote of £396.00 Cabinet and £120.00 for Blood Kit.

21. AOB:-

SN - New Posters

Sam showed posters she has put together for our approval.

Proposed: CC - GS Seconded and all agreed and thanked Sam for her time etc:

Postman Notice - To deliver to correct address information:-
SN will now Laminate and Fix in position

Defibrillator - The old sign was worn out -
SN will not Laminate and Fix in position.

Mini Market - SA to show PA (Pauline Arnold) who runs the mini market for her approval before being fixed in position. ***SA to advise SN if PA is happy.***
Otherwise All Agreed.

HC - Contact Details

List of Committee Members/Custodial Trustee and Trustee's email addresses handed out - CC has since checked details and advised HC all was correct.

HC - Handed out Samples of Agenda and Minutes information.
CC to discuss further with HC and SA at a separate meeting, recording any changes and reason.s for, ***to rest of committee at next meeting.***

CC - Action List - Many mentioned could not print out..
CC to make a more basic record and easier to print ready for the next meeting.

22. Missed from Today's Agenda

Listed on this meetings agenda - but not discussed:

Time was against us for this meeting and these topics were not discussed as listed on Agenda.

Approval of invoices - PAT - Cleaner and Window C

Insurance – Renewal document – CH/SA New Contacts
Ownership – Parish Council Custodian Trustee
Trustees' and Management Liability - £500,000
Health & Safety regulations must be followed
High risk events includes martial arts
Independent examiner of the accounts
Electrical inspection due 26/07/2027
Boiler inspection yearly
Flat roof inspection with a written record every five years
Asbestos survey

All above to be listed and discussed for the next meeting.

Meeting Ended at: 17.35 HOURS.

Next Meeting Date: 3RD FEBRUARY 4PM HVH