**ERPINGHAM WITH CALTHORPE VILLAGE HALL MANAGEMENT COMMITTEE MINUTES**

**Meeting Venue: Erpingham with Calthorpe Village Hall**

**Start Time: 7:30pm**

**Date: 17th June 2024**

**AGENDA**

1. Present
2. Apologies
3. Representative from Parish Council – And agree who will attend the next parish council meeting - Any feedback from last Parish Council meeting.
4. Minutes agreed
5. Current Members and Forms – do we have them all returned?
6. Action points
7. Bookings Update/Future bookings and events planning
8. Booking Form
9. Website and Facebook page update – Copy of AGM minutes placed on website?
10. Finance – review of funds and spending
11. Village Hall insurance Due
12. Health and safety assessment
13. Grounds/buildings maintenance – Step/Cleaning
14. AOB –Date of next Meeting/ AGM
15. **Present:**

Lucy Parsons (LP)

Dennis Wells (DW)

Nige Wilson (NW)

Rosalind Horne (Rho)

Pete Gidman (PG)

Amanda Eastlake (AE)

Rowena Cove (RC)

Mark Brown (MB)

Tony Amies (TA)

We welcome two new members Amanda Eastlake and Pete Gidman

1. **Apologies**

There are no apologies

1. **Council**

No representative from the Parish Council was available.

Next Parish Council meeting is Wednesday 10th July. Mark Brown will attend.

1. **Minutes**

Minutes agreed by all members from previous meeting which was the AGM the meeting held on 04.03.24

1. **Current Members/forms**

(RC) confirmed all members have completed their new memberships forms and can now be added to the Charity Commission website

1. **Action points**

1 – (RC) to add new members on to Charity Commission website and confirm current member details are correct

2 – (RC) to add new members to WhatsApp Group

3 – All members to consider covering (TA) whilst he is away for a month from September

4 – (RHo) will speak with Stephen Green re: boundary of the hall to see if we can get this confirmed

6– (Rho) and (MB) will seek someone to audit/examine the accounts (RHo) will approach Sandra Portas and Liz

7 – (DW) and (TA) to continue meter readings

8 – (RC) to organise a fire alarm testing rota – (AE) will check for this month

9 – (NW) will look into insurance options as our current policy expires on 6th August.

10 – (RC) and (AE) and (LP) will work together and update our risk assessment as a matter of urgency

11 – (RHo) agreed that the photo board from the coronation will be put on hold.

12 – (DW) and (MB) to look at roof (MB) agreed to go on the roof and investigate repairs that need doing.

13 – (MB) will speak to local builder regarding a new quote for the step, if he does not want to carry out the work (AE) will contact another local builder to quote. (MB) will also look into a resin coating as an alternative

14 – (RHo) to set up an Instagram account

15 – (MB) to activate a new code for HSBC account for (PG) and arrange a meeting with (PG) after 25th July once (PG) returns from holiday

16 – (MB) to look at higher interest rate accounts for our current funds

1. **Bookings update/Future events**

(TA) mentioned we have a new booking choir practice.

Pilates may be lost as the instructor has another job.

Big Breakfast booked for 14th September

Macmillan coffee morning possibly will be 2nd or 9th October – all agree we donate £50 towards the cost of this if required.

Country Fayre – 29th June - Vikings want to access the toilets. Help is required at 7:30pm on Friday 28th and then from 8:30am on 29th June before the fayre starts at 12pm.

1. **Booking Form**

(RC) confirmed the booking form is similar to that of other halls and to proceed with our current form

1. **Website/social media**

AGM placed on website and (RHo) will set up Instagram account

1. **Finance**

(MB) reports that he needs to find someone to examine and audit the accounts (RHo) agreed to speak with Liz Ashness and/or Sandra Portas

As of 31/05/2024 Barclays current funds are £15, 662.26

HSBC 200 club (MB) reports- John Snelling has now been removed. Yvonne Moore is still on the account. (PG) will need a new code to access the account, this needs to be done once (PG) returns from holiday and (DW) is fully functional.

(PG) is happy to receive HSBC statements so (MB) will forward these to (PG)

(MB) do we need to look at a higher interest account? (MB) will start looking into this.

(MB) has found an invoice but unable to find a payment for. (TA) is certain the hirer paid by cash and is sure the previous treasurer paid into the account but due to the transition from the previous treasurer it is has proven difficult to locate the cash payment.

All members agreed we are happy this has been paid and to sign off the invoice as paid.

A new hoover has been purchased at a cost of £130.00 plus bags at a cost of approx. £10.00

1. **Village Hall Insurance**

This is due for renewal on 6th August (NW) agreed to look in at alternative providers and liaise with (RC)

1. **Health and Safety Assessment**

(RC) explained that this is not up to date and needs to be dealt with as a matter of urgency as we will need this in place as part of our insurance. (RC) to liaises with (AE) to update this policy

(RC) will circulate health and safety information from CAN and a template form.

(DW) will ask Alfie Saunders if there is a risk assessment template

1. **Grounds/buildings maintenance/cleaning**

(DW) has tried to contact roof for quotes but no reply (MB) will get up on the roof to check.

Fire Safety (AE) will check the fire alarms on a weekly basis

(MB) will purchase a key box to hold for the alarms.

Step – (MB) will ask Michael Crook to look again at the step and if he declines (AE) will speak with Danny Moore

Wave – email received that we have lost our appeal against the cost of the repairs.

Cleaning – we received a complaint over the cleanliness of the hall. Since the complaint has been made a deep clean of the kitchen has been completed.

We passed our concerns to Steve Blatch and a response received (copy below)

*Dear Ms Cove*

*I do apologise for the delay in response, as we needed time to investigate the issue.*

*This is the first we have heard about any issue with Erpingham Village Hall. Nothing was reported to us either on the day or since and neither on the report sheet that the staff must complete.*

*We do agree that the incident as you reported is not the professional way in which we would expect our staff to behave. It is inappropriate to discuss any issues with electors or to move any appliances.*

*We would have expected staff to report any issues directly to us or to the keyholder at some point during the day, or even shortly after.*

*And for this I send our sincere apologies.*

*New staff have been appointed to Erpingham Village Hall, so that we don’t have any further issues.*

*I have visited the hall in the past and it is a lovely hall and surroundings.*

*I am sorry for the upset and inconvenience this has caused you and the residents of Erpingham.*

*Kind Regards*

*PP Tracey Holmes on behalf of Steve Blatch*

*Senior Electoral Officer for North Norfolk District Council*

All members agreed - We have agreed that we will give a weekly detailed list to Barbara of areas that need cleaning.

Bins – waste that gets put in the bins outside is being mixed up (MB) suggests that we need clear labelling which waste goes in which bin and move location of bins.

Chippings/scalping’s – to remain in car park for now and use when required

1. AOB

No other business declared

Meeting concluded at 21.23pm

Date of next meeting: Wednesday 28th August 2024 6:30pm

Venue: The Spread Eagle Public House