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

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

**Start Time: 6:30pm**

**Date: Wednesday 28th August 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. Action points
6. Bookings Update/Future bookings and events planning
7. Website and Facebook page and Instagram update
8. Finance – review of funds and spending
9. Health and safety and risk assessment update
10. Grounds/buildings maintenance – Step/Cleaning/outstanding actions from Risk assessment – Do we need a survey?
11. AOB –Date of next Meeting/ AGM
12. **Present**

Mark Brown (MB)

Lucy Parsons (LP)

Rowena Cove (RC)

Ros Horne (RHo)

Amanda Eastlake (AE)

Nige Wilson (NW)

Dennis Wells (DW)

Tony Amies (TA)

1. **Apologies**

Pete Gidman (PG)

1. **Erpingham with Calthorpe Parish Council - Representative**

Stephen Green attended from Erpingham with Calthorpe PC and raised the following points:

Date of next meeting is Wednesday 11th September (Rho) will attend

Regarding the boundaries Stephen explained the original trust deed that was given by Robert Ives confirms the boundaries which are currently in existence. All members agreed that we will continue with how the boundaries are placed in the original Trust Deed – a copy of which is in the hall.

Pathway leading from the Village Hall to Ives Way Stephen reports negotiations are ongoing as to who is going to take responsibility with getting the path done so it does not pose a risk to users of the path, especially in winter months.

Development of mast - Cornerstone have placed pre-application letter for new location of mast. 25 metres from the original location.

Play area – The previous issue of the rubbish bin not being emptied despite PC requesting it to be, has now been emptied. Stephen reports this should continue to be emptied on a regular basis.

Contractor has now been confirmed to repair/replace broken items

Parish Website – Minutes and agenda can be viewed but the links on the website do not work.

Members requested that the path from Blacksmiths Lane to Alby bus stop to be looked at as this is not able to be used over the winter months due to mud and overgrown bushes. All members agreed this would come under Alby PC therefore (Rho) agreed that she will contact Alby PC and request it is placed on the agenda for the next meeting.

1. **Minutes Agreed**

All Agreed from previous meeting held on 17th June 2024

1. **Action points**

**1 (RHo) to contact Alby with Thwaite PC requesting they look at the pathway running from Blacksmiths Lane to the Bus Stop.**

**2 (MB) to confirm with Charity Commission that there is no requirement for the accounts to be audited externally**

**3 (RHo) to contact Helen Burrell to request DBS information**

1. **(MB) to liaise with (PG) regarding accessing the HSBC account**
2. **(RC) circulate the Fire Rota to all members**
3. **(DW) to tape off steps**
4. **(RHo) to contact a local builder regarding the step and (DW) to obtain quotes on a resin coating**
5. **(RC) to add current members to charity commission website**
6. **(MB) to speak with Genna Witham regarding Bee removal**
7. **(AE) will amend Health and safety statement and RA to include safeguarding DBS information. (AE) to send a PDF copy of both the RA and H&S document to (RHo) to place on Website. A copy of each will also be sent to (RC) to keep on record and (AE) will place a hard copy of each at the hall**
8. **(LP) to purchase a Bleed kit and first Aid Kit**
9. **(LP) to obtain Norfolk County Council safeguarding leaflet and display at the hall**
10. **(MB) and (DW) to investigate repairs on the roof**
11. **(NW) to obtain quotes on an asbestos inspection**
12. **(MB) to look into higher interest rate accounts**
13. **(MB) to purchase a notice board**
14. **All members – to consider pictures and a short paragraph about themselves to be placed on website – to be discussed further at the next meeting**
15. **Bookings update**

(TA) is away for the month of September there is no cover needed but (TA) reports this might mean the invoices could be a few dates late. If there is anything urgent or if anyone is needing entry to the hall that has contacted Tony, he will place this on the village hall WhatsApp group chat

(LP) Reports that from a safeguarding perspective, if any regular community children’s groups are held within the hall the group leader of that group will need to submit a DBS certificate number. The leader will need to submit a picture or DBS number. This can be passed to (TA) who will then forward to (LP) for checking. A note of the expiry date will need to be made so we can keep up to date with the certificate and when it expires.

Members discussed potential groups and agreed the youth Choir was the only group that needed DBS certificates submitted. (RHo) agreed to contact Helen Burrell and request a copy of the DBS certificate for the organiser of choir group.

Macmillan Coffee Morning – Cake donations and raffle prizes needed for 2nd October 10am to 12pm

Big Breakfast - 14th September 9am to 11am –Setting up from 7:30am. Most help needed from 11am on Saturday to clear up. Tables and chairs to be left out from Art group (LP) and (RC) will buy the groceries needed on Friday 13th and deliver to the hall. Extra help may be required Friday evening to get out additional tables and chairs.

1. **Website and Facebook page**

Instagram has now been set up and all members agreed that we will start to post events happening in the Village Hall and Village.

1. **Finance**

(MB) confirmed he will gain clarification if an external audit is required.

Current balance stands at £14, 616.06

HSBC 200 club account is £3,789.06

Note for accounts

Scottish Dancers invoice number 434 to be written off as money received but not recorded in transition from previous treasurer to current treasurer.

(MB) has not been able to communicate with (PG) due to holidays which will enable (PG) to be on the HSBC account. (MB) will now contact (PG) to arrange a time/date to set (PG) up on the account. (MB) needs to send (PG) an access code which is valid for 7 days so (MB) will need to know a time when (PG) is available.

A higher interest rate account was discussed and (MB) will look into this but concerns raised as the money will be locked in and would therefore unavailable to be accessed quickly in the event of an urgent repair.

1. **Health and Safety**

Fire alarms to be continued to be tested (by all members) – (RC) to send rota out again

All members agreed steps to be taped off as a precaution. The deterioration is now posing a hazard.

Risk assessment – this has been drawn up by (AE), names of members have been placed who are responsible for each area and outstanding actions have been noted on the risk assessment. There will also need to be an entry on the Risk Assessment stating DBS certificates will need to be checked prior to any regular children’s events at the hall. Once the Risk Assessment is amended a copy of this and the Health and Safety document will be emailed by (AE) to (RHo) as a PDF file to place on the website and a copy will also be sent to (RC) to be kept on record. (AE) will place a hard copy in the hall.

First aid and bleed kit to be purchased by (LP)

(LP) stated that a Norfolk County Council safeguarding leaflet needed to be on display at the hall so she will obtain one

1. **Grounds/buildings maintenance**

(RHo) will contact another Local builder to obtain a quote and (DW) will obtain a quite on a resin covering. (NW) also gave information on buying our own self setting gravel which could also be considered as an alternative.

Bees nest - (MB) to speak with Genna and Daniel Witham to discuss bee removal

Roof repairs (DW) and (MB) will liaise and look at the roof to investigate repairs which need doing.

Asbestos survey must be carried out as there is no record of this having been done recently. (NW) agreed to obtain quotes.

All members agreed there was currently no need for a buildings structural survey as the hall is checked regularly for any maintenance issues

1. **AOB/ Date of next meeting**

(NW) suggested a new notice board is required and all members agreed. (MB) to purchase.

Discussions had by all members to be more present in the community and discussions had over the possibility of pictures of members and a short description about themselves to be placed on the website. This is to be discussed at the next meeting.

Meeting concluded: 8:13pm

Date of next meeting: Thursday 14th November

Time: 6:30pm

Venue – Brewery Barns A, School Road, Erpingham