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

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

**Start Time: 6:30pm**

**Date: Monday 13th January 2025**

**AGENDA**

1. Present
2. Apologies
3. Representative from Parish Council – 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 - Report back on Food Inspection
10. Grounds/buildings maintenance
11. AOB –Date of next Meeting

1 **Present**

Mark Brown (MB)

Rowena Cove (RC)

Ros Horne (RHo)

Nige Wilson (NW)

Dennis Wells (DW)

Tony Amies (TA)

Pete Gidman (PG)

Lucy Parson (LP)

**2**  **Apologies**

Amanda Eastlake (AE)

**3** **Parish Council Feedback**

Stephen Green kindly came along to the meeting and informed us all on the 9th April 2025 an Annual Parish Meeting 7pm to 8:30pm will be held. Everyone gets invited to, including local organisations and services. Each of them will be given two minutes to speak and promote their organisations.

The Village Hall Committee will be invited and have been asked to provide refreshments.

Stephen reports that the council are very keen to hear from residents hoping to gain an insight from the public as to the types of services/activities/amenities they would like to see in their village and surrounding areas.

Stephen confirmed the PC have kindly offered to cover the cost of the Fridge Freezer.

Email received from Cornerstone – Confirming they have now dropped installation of the mast and has been placed on hold for the time being.

**4** **Minutes from the last meeting**

All agreed

**5** **Actions Points** -

1. (MB) to contact (PG) for HSBC

2. Continue to monitor Bees

3. (NW) & (LP) to check contents of the new First Aid kit

4. (TA) will speak to Matty Quinn regarding the roof – as this is affecting the fire alarm.

5.All members – to consider pictures and a short paragraph about themselves to be placed on website – to be discussed further at the next meeting

6.(RC) to email Linda with schedule of events for the week once received from (TA)

7 (RC) to contact window cleaner

8 (MB) to purchase a notice board for Health and Safety information

6 **Bookings**

Quiz – All tickets sold. Set up on Saturday morning at 10am.

Discussion had for another quiz in the summer

(TA) advised Twinkle Toes has now started on a Tuesday.

(TA) advised 1st May Norfolk County Council elections

Big Breakfast 22nd March – Following kitchen inspection. Signs will need to be on display regarding allergies.

**7**  **Social Media**

Instagram

(RC) (NW) (LP) all agreed to be administrators for Instagram.

Website and Facebook pages – no concerns raised

**8**  **Finance**

£15, 128.21 - Current account

£2979.26 - HSBC

Interest rate – If we lock the money down we could get a higher rate. Discussions had around this and all agreed to get quotes for porchway prior to locking down this money.

9 **Health and Safety**

 Sound deadening - Diane Snelling has agreed to look at grants for this, complaints have been received around the acoustics, due to the high ceilings it can be difficult for those hard of hearing to actively take part in activities.

(Rho) will obtain quotes for porchway – Steve Wade has been contacted.

Report back on food inspection – We passed with a 5 star hygiene rating. However, all allergies must be marked, and guidance has been given. Regular donators of cakes will need to register their kitchens.

For the big breakfast safer handling will need to be adhered to (document to be found on FSA government website.) We must make sure that there are signs explaining we can’t guarantee the breakfast is a nut free zone.

**10**  **Grounds/Buildng maintenance**

(RHo) to gain quote for porchway - (RHo) has confirmed she has been in touch woth Steven Wade Architect

**11** **AOB**

Recycling – which are the free ones! - (NW will have a look further into this

Cleaning Rota – RHO will send out a new rota

Date of Next Meeting AGM – Wednesday 26th March 7pm

Followed by ordinary meeting at 7:30pm