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

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

**Start Time: 8:00pm**

**Date: Wednesday 26th March 2025**

**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
10. Grounds/buildings maintenance – acoustic proofing (grants and parish council funding)
11. AOB –Date of next Meeting

**Action points from last meeting**

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

1. **Present**

Ros Horne – Chair (Rho)

Rowena Cove – Secretary (RC)

Tony Amies – Booing Secretary (TA)

Dennis Wells - Maintenance Manager (DW)

Pete Gidman – 200 Club administrator (PG)

Nige Wilson – Member (NW)

Amanda Eastlake - Member (AE)

Lucy Parsons - Member (LP)

1. **Apologies**

Mark Brown – Treasurer (MB)

1. **Council Representative**

Stephen Green represented Erpingham with Calthorpe Parish Council and reported on the following:

Moorgate path now repaired.

£19k awarded for the path between Eagle Road to the Village Hall this is now out to tender.

Rectification work for play area is needed but the PC awaits quotes.

April 9th Formal Annual Parish Meeting – open to all – Will advertise at Big Breakfast too.

One way system on Eagle Road – Ongoing

1. **Minutes agreed.**

All minutes agreed from 13th January 2025

1. **Action Points**

1 Continue to monitor Bees.

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

3 (TA) will speak to Matty Quinn regarding the roof – as this is affecting the fire alarm. On-going awaiting quote from roofer

4 (MB) to purchase a notice board for Health and Safety information - ongoing

5 (RC) to share template for Biography

6 (RC) to send out new GDPR forms for both current and new members

7 Front of hall tidy up – 5th April 10am onwards – All members who are available.

8 Windows and heating Grants to be looked into – (RC) to contact CAN

9 – (PG) to contact Acoustic company

1. **Bookings Update/Future bookings and events planning**

Big Breakfast - Tables out 4:30pm Friday 28th

9th April Parish Council committee meeting - Tea coffee and Cake - (Rho) and (RC) to facilitate this. Cakes and refreshments to be purchased by the hall and the costs will be covered by the PC.

1. **Website**

Aylsham Computers has now gone – Rho has been in touch with another website provider in Mundesley. Our website is now up and running.

There are issues with the company who owns our website have also tried to contact Aylsham Computers but no response. If they are not able to contact Aylsham Computers, we can then take over the domain.

Facebook.

No issues but to link with Instagram.

Instagram

Rho to make LP and RC admin.

**8 Finance**

Barclays Bank Balance 22nd March 2025 - £14,882.22

HSBC (200 Club) Bank Balance 22nd March 2025 - £4,485.26

Float Held - £100.00 cash.

Total - £19,467.48

(Rho) has requested that we need a debit card and will speak to MB regarding this.

£400 to be received from PCC for freezer.

1. **Health and Safety**

(LP) advised we will need copy of DBS for safeguarding for the new group Twinkle Toes

Coffee and Cake club got a rating of 5.

Health and safety assessment (AE) Advised this needs to be looked at prior to the annual review in July – (AE) will liaise with (RC)

**10 General maintenance**

Roof On-going

Work party for a front tidy up and pothole filling 5th April.

Acoustics – To pursue with quotes – (MB) will give more information on this and (PG) will contact a local acoustics company.

Heating – Discussions had about obtained a grant for windows and heating (RC) to contact Community Action Norfolk

**11 AOB**

Meeting to alternate between the pub and Village Hall

Date of next Meeting 2nd June 6:30pm at The Spread-Eagle Public House