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

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

**Start Time: 6:30pm**

**Date: Wednesday 11th November 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)

Rowena Cove (RC)

Ros Horne (RHo)

Nige Wilson (NW)

Dennis Wells (DW)

Tony Amies (TA)

Pete Gidman (PG)

1. **Apologies**

Amanda Eastlake (AE)

Lucy Parsons (LP)

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

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

Step has been repaired. This is a temporary repair Stephen reports there is money available from PC – discussions had over obtaining a quote including a porch for a more permanent repair.

Pathway leading from the Village Hall to Ives Way Stephen reports the chairman has arranged with NNDC

Bike rack has now been erected at Alby bus stop

Development of mast - Cornerstone have placed pre-application letter for new location of mast. 25 metres from the original location. An update will be given at the next PC meeting.

Play area – A full safety check has been done and a report passed to the PC.

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

Pathway from blacksmiths to Alby bus stop has been cleared.

Stephen also raised the Norfolk Offshore windfarm community funds are available.

Discussions had over how accessible minutes and information from PC meetings. Request a summary to be printed in KIT

1. **Minutes Agreed**

All Agreed from previous meeting held on 23rd August 2024

1. **Action points**

**(MB) to liaise with (PG) regarding accessing the HSBC account**

1. **(RHo) to contact a local builder regarding on porchways on a more permanent fixture and to contact a local architect**
2. **Bee removal to be considered**
3. **(LP) to purchase a Bleed kit and first Aid Kit**
4. **(LP) to obtain Norfolk County Council safeguarding leaflet and display at the hall**
5. **(MB) and (DW) to investigate repairs on the roof**
6. **(MB) to look into higher interest rate accounts**
7. **(MB) to purchase a notice board for Health and safety information**
8. **All members – to consider pictures and a short paragraph about themselves to be placed on website – to be discussed further at the next meeting**
9. **(RC) to purchase potted Christmas tree and decorations to be put up on 30th November and 1st December**
10. **(Rho) to contact Peter Wilcox to order the tree**
11. **(All members) to discuss changing code at the next meeting**
12. **Schedule of bookings and activities to be placed in KIT after TA has spoken to all regular hirers**
13. **(Rho) will make all committee members administrators of Instagram**
14. **(DW) to contact HSBC to query the status of the account – if it can be a charity account?**
15. **(Rho) to speak to Bill Goreham to gain a key to the football changing room**
16. **(Rho) will send out a new cleaning rota**
17. **(MB) to contact window cleaner**
18. **(NW) to obtain information on Terracycle**
19. **Bookings update**

Quiz to be held on 18th January 2025 agree to obtain from Bond at a cost of £9.90 per portion. All agreed that quiz will be charged at £13 person.

Village Big Breakfast 22nd March 9am until 11am

Christmas tree – donated by Peter Wilcox, agreed to be placed outside and the inside to be decorated and a potted tree to be purchased.

(TA) queried a few invoices and MB agreed to go through them together.

(TA) also said a timetable of events will be useful to be advertised in KIT

(TA) said a new class starting in January – Baby massage and Yoga

1. **Website and Facebook page**

(Rho) has been updating Facebook and website

Instagram has been updated and (Rho) will make everyone an administrator on Instagram so we can update daily. (Rho) is unable to link with the website. (Rho) will seek help from Blake.

1. **Finance**

Current balance stands at £14.945.11

HSBC 200 club account is £3.706.06

Big Breakfast made £162.87 profit

There have been some large expenses this year but nothing of any large amount of expenditure is expected.

(DW) raised the issue of HSBC could be a charity account and will ask if this could be changed to try and save the £60 yearly administration fee

1. **Health and Safety**

Fire alarms currently unable to be tested due to the detector going off but the leak in the roof needs to be repaired first. (TA) explained the football club have agreed to repair this.

Step has repaired on a temporary basis and quotes will be gained for a more permanent repair with the possibility of a porch

Risk assessment – to be reviewed on a yearly basis with the next review due in July 2025

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**

Step has been repaired by MB on a temporary basis.

(RHo) will contact another Local builder to obtain more detailed quotes on a permanent repair so we can submit to Parish Council for a possible grant.

Bees nest - (MB) to review

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

Asbestos survey – A copy of the survey was sent to the Erpingham village hall email box. (NW) summarised that we have the safest asbestos which is least harmful unless disturbed. We will need this survey to be redone every three years. A copy will be held in the Hall records

Cleaning rota – (Rho) will organise a new rota for next year as some current members are standing down. (MB) will contact a traditional window cleaner in Buxton to enquire about cleaning windows a few times a year

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

Macmillan Coffee morning raised £1000 (Rho) thanked everyone for their support.

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.

(NW) mentioned about having a recycling point at the village hall which recycles everything that you can’t usually recycle.

Meeting concluded: 8:20pm

Date of next meeting: Monday 13th January

Time: 6:30pm

Venue – The rear room at the Spread Eagle Public House