**Minutes of Erpingham with Calthorpe Village Hall Management Committee Meeting**

**Date: Monday 21st March 2022**

**Meeting Commenced: 7:00pm**

**Agenda**

1. Present
2. Apologies
3. Minutes agreed
4. Action points
5. Hire rates and current bookings and upcoming events (Including Jubilee celebration)
6. Bookings secretary role
7. Website and Facebook page
8. Cleaning Rota
9. Finance – review of funds and spending
10. Grounds/buildings maintenance Hedges
11. A.O.B

**1 Present:** Richard Harden (RH) Treasurer

Rowena Cove (RC) Secretary and Facebook Administrator

Ros Horne (Rho) Chair

Tony Amies (TA) Bookings Secretary

Dennis Wells (DW) Janitor

Ken Codling (KC)

Rhia Watson (RW)

Lucy Parsons (LP)

**2 Apologies:** Mark Brown (MB)

Stephen Squires (SS)

Alfie Saunders (AS)

**3 Minutes Agreed:**

* All minutes agreed from last meeting held on Friday 4th March 2022

**4 Action Points:**

1- Bookings Secretary position filled

2- KC contacted and declined role

3- General appeal concluded

4- Amend cleaning rota (Rho) – On-going

5- Purchase of key light purchased and installed

6- Hedge has now been cut

7- Fire Alarm (AS) – On-going

8- Gas Tank Screen (AS) On-going

9- Location of benches – This has now been confirmed

10- Concrete of surface – Alan Witham and parish council have both been contacted

1. **Hire Rates, current bookings and upcoming events including Jubilee Celebration**

Hire Rates

* RH reports that these were last reviewed in November 2019
* RH presented discussion document detailing current costs. At present we are covering costs but all agreed to be reviewed in the Autumn as costs rise

Bookings

* Rho reports all going well and there continues to be a good number of regular bookings.
* Rho advised of the aqua swimming group that have booked a block of 3 days and will need to have use of projector and router.

Future Village Hall Events

* Quiz / Fish and chips night – All agreed for this event to go ahead. Date to be 1st Friday in November - More details to follow
* It was discussed about the possibility of a weekend coffee morning with bacon rolls on a Sunday 4th September 09.30am -11.30am or the possibility of serving bacon rolls with refreshments to combine with the football matches on a Saturday afternoon from September – This is to be discussed in more detail on the next meeting.

Jubilee celebration

* Agreed to use hall free of charge but will have to be invoiced. There is a Jubilee committee which is meeting regularly. Village Hall agreed the donation of £500 which will cover the cost of the cake.
* WI will serve tea and coffee and soft drinks and the parish council will cover the cost of this.
* The school is currently in the process of creating a new village sign for the celebration and this will be un-veiled on the fun day.

1. **Bookings Secretary Role**

* It is with much delight that TA has agreed to carry out this role and we welcome him to the committee. RC discussed if part of this could be an on-line booking system but concerns were raised about the type of bookings that would go ahead at the village hall and it is felt that a personal service is required. Discussion had around the possibility of a booking calendar on the website along with an on-line booking form. Agreed to still be a face to face role rather than an online booking system. Rho and TA to liaise and arrange a handover of the role
* All members agreed that the viewing's role will continue to be shared amongst all members.

1. **Website and Facebook page**

* Rho will continue to maintain the Facebook page
* KC will look into maintaining the village hall website

1. **Cleaning Rota**

* This may need to be looked at again as some members may be on holiday when they are due to clean

1. **Finance – Review of funds and spending**

* RH confirmed the current balance stands at £21,991.49
* RH advised that the cost of ink cartridges and anything purchased by members will be reimbursed as long as proof of purchased is submitted.
* The mandate for Barclays was discussed, RHo and RH are signatories. DW is happy to be additional signatory and will contact Barclays in due course.
* All members agreed that Erpingham and Northrepps primary school (Blue Sky Federation) will be able to hire the hall free of charge an invoice will be raised each time they hire but at a cost of Nil this will be until 31st March 2023
* Spending – The cost of decorating the outside of the hall to be discussed later in the meeting. RH expressed his concerns over making sure our funds are kept at a healthy balance so we have a good buffer in the event of emergency repairs.

1. **Grounds/buildings/Maintenance**

* DW confirmed that the light for the key safe has been purchased and installed
* Discussion had on the concrete pad outside the village hall for disabled parking. RC and Rho had a discussion with Alan Witham he agreed to dig up the pad and use the rubble for hardcore. No companies have come back to give quotations. RH confirmed he did talk to Kevin Richardson who confirmed he lays concrete pads for caravans. RH agreed he would contact Kevin again to obtain a quote. All agreed that this will most likely need to take place in Autumn and Alan Witham will need to combine digging up the current area in time with placing the new area to avoid a large hole over a period of time.
* Hedges have been cut and MB will continue to maintain. It was agreed that the hedges will probably need two good cuts a year.

Toilets

* DW agreed Sanitary bins to be looked into and nappy sacks/wipes to be provided.

Painting of building outside

* Discussion had as this will need to be done over the next year. Members expressed of a possible work party to carry this out, however it has been agreed that we are able to sustain the cost of getting a professional decorator in to do this.
* Rho to send an email to current decorator to double check quote for exterior and to ask if there is a guarantee on the work done. All members agreed to this rather than a work party.

1. **A.O.B**

* DW advised RC that this time of year all members update their contact numbers/email addresses. RC to contact all members to obtain this information and forms to be sent to new members for completion
* Keys - At present there are no keys in the safe! RHo to check if she has the card and if not we will purchase new card and set of keys at a cost of £50

Meeting closed at 08:52pm

Date of next meeting: Monday 9th May 2022

Start Time: 7:00pm

Venue: The Spread-Eagle Public House

Agenda and request for apologies will be sent one week prior to the meeting

Actions Points

1. Fish and Chip quiz night to be confirmed – all members
2. Saturday Bacon roll for football members to be discussed – all members
3. Handover of Bookings secretary role – TA and Rho
4. Village Hall website – KC to research
5. Cleaning Rota – Rho to amend if needed
6. Barclays to be contacted for a change of mandate – RH and DW
7. Hedges – MB to continue to maintain
8. Gas tank and Fire Alarms – AS – on going
9. Sanitary bin provision, wipes and nappy sacks to be purchased – DW
10. Concrete quote – Kevin Richardson to be contacted - RH
11. Quote to be obtained from our current decorators for the outside building to be painted – Rho
12. Key card and keys to be checked – Rho and DW to purchase if new ones are required
13. Members information to be updated - RC