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

**Date: Monday 9th May 2022**

**Meeting Commenced: 7:00pm**

**Agenda**

1. Present
2. Apologies
3. Minutes agreed
4. Action points
5. Update on Jubilee celebration
6. Bookings secretary role – update and transition (Ros/Tony)
7. Website and Facebook page update
8. Cleaning Rota
9. Finance – review of funds and spending
10. Grounds/buildings maintenance – Tidy up for Jubilee
11. Committee Members – update details
12. 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

 Alfie Saunders (AS)

 Mark Brown (MB)

 Rhia Watson (RW)

 Lucy Parsons (LP)

2 **Apologies:** Ken Codling (KC)

 Stephen Squires (SS)

**3 Minutes Agreed:**

* All minutes agreed from last meeting held on Monday 21st March 2022

**4 Action Points**

1. Fire Alarm (AS) – On-going
2. Gas Tank Screen (AS) On-going
3. Concrete of disabled parking bay – RH to liaise with Alan Witham
4. Circulation of updated cleaning rota – Rho
5. Work Party to tidy up the village hall grounds 28.05.22 @2pm – All available members
6. Holes from bees to be filled with expandable foam – MB
7. Damage to building from removal of Bees – DW to assess
8. Water leak in cupboard – DW to assess
9. Update committee members to charity log and contact John Snelling regarding the GDPR policy - RC
10. Update Trustee book – AS
11. Sign to be created for non flushable items – DW and Rho
12. Purchase of sanitary items Rho

**5 Jubilee Celebration**

* All members previously agreed the sum of £500 to cover some of the costs of the Jubilee celebration
* RHo outlined how the £500 will be spent
* £100 towards coffee club refreshments
* £160 for the celebration cake
* £50 for the purchase of rosettes and prizes
* £50 for the cost of sweets
* Invoices and receipts to be issued to RH and all confirmed there would be no charge for the village hall for the day of the Jubilee celebrations.
* Display Boards will be needed for the day DW to retrieve and RC will also obtain the extra display boards from the church to the village hall.
* Details of the day were discussed there will be: - Games

Dog show

Art and history of the village display

Unveiling of the new village sign

* The cost of the sign is free of charge and has kindly been donated so RHo suggested that it will be a nice gesture to buy the maker of the sign some nice bottles of wine – All members agreed

**6 Bookings/Secretary Role**

* RHo and TA both agreed the transition has gone well and TA has now taken over fully of this role

**7 Website and Facebook Page**

* KC has agreed to look at this but as Ken was not able to attend this evening, therefore it will be discussed at the next meeting.

**8 Cleaning Rota**

* A few adjustments to the rota have been changed due to holidays. RHo will circulate an up to date rota so everyone is aware of changes

**9 Finances**

* RH confirmed the current balance stands at £22,669.10 this includes the last business grant from the council
* There is a surplus of £1000 due to the 200 club
* RH shared a copy of the accounts for all present members to see
* RH reports that the Beekeeper Association do not charge for the recent removal of the bees however all members agreed that we would cover the cost of £30.00

**10 Grounds/Building Maintenance**

* Bees at the village hall have been vacuumed and relocated.
* There are several holes which might need filling by expandable foam MB agreed to do this.
* There has been some damage to the building from the removal of the bees – DW to look at and agreed that if he is unable to fix he will contact Martin from “Leave it with me” to assess.
* Leak to sink – DW has again agreed to look at this and will contact Martin from “Leave it with me” if unable to carry out repairs.
* There are a few planters around the village hall RHo asked if anyone would like to take one on RW agreed to take ownership of a planter.
* All agreed to go ahead with screening around the gas tank. The screen has to be one metre away from the tank and AS will source this after confirming with Flo Gas by email if one or two sides need to be covered.
* Alan Witham has agreed to concrete the disabled parking bay and possibly extending the area.
* The hall may have to close for a day.
* The quote for this work to be undertaken has been obtained at a cost of £3900 – all present members agreed this cost is reasonable and to go ahead with this work.
* RH to liaise with Alan Witham to confirm plans and the day of which the work will be carried out.
* Alan Witham has trimmed the hedge Free of charge.
* All members agreed to participate in a work party to tidy the grounds of the village hall prior to the Jubilee celebrations – Date of this agreed Saturday 28th May @ 2pm until 3pm (Please bring gardening gloves and tools!)

**11 Committee Members - update**

* All committee members have submitted their updated details and RC to upload these details to the charity log
* Discussions had over the GDPR – RC to Email Previous secretary John Snelling to ask advice on the trustee policy around GDPR
* Discussion had around a trustee book – some members have a copy of this book and Dennis is to locate a copy. All present members agreed that this would now be out of date and AS agreed to take a look at this and create a digital version of the booklet. It was also thought a copy of the GDPR policy could be incorporated within this book.

**12 A.O.B**

* Over the last few weeks there has been a loss of cutlery – this could need replacing. RHo to check how much cutlery is there and confirm if anything needs replacing.
* Key register

RH had concerns that there was no up to date register so has therefore created a new one and now has a set of new keys.

A few members have taken a new key and signed the register confirming they are a key holder and take responsibility of this.

It has been agreed that non-regular hirers of the hall will be able to leave a key in the key safe as this will be left un-locked before hiring the hall.

* RHo to purchase Sanitary items and DW to create a sign stating not to flush nappies or sanitary towels down the toilet and RHo to laminate.
* Discussions had around the need to attend the parish council meeting. All agreed that this is a much needed link and in-turn a member of the parish council should attend our meetings. All present members agreed that each member will attend on a rota basis.
* DW pointed out that we all agreed the school could hire the hall Free of charge for the year however we have realised that they have not been informed of this. DW to contact the school and confirm that this, he will also remind the school that they will still need to book the hall through the usual bookings system.

With no further business meeting concluded at 8.30pm

Date of next meeting: 27.06.22 @ 7pm to be held at The Spread-Eagle Public House