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

**Date: Monday 1st August 2022**

**Meeting Commenced: 7:00pm**

**Agenda**

1. Present
2. Apologies
3. Representative from Parish Council – And agree who will attend the next parish council meeting
4. Minutes agreed
5. Action points
6. Bookings Update/Future bookings and events
7. Website and Facebook page update
8. Finance – review of funds and spending
9. Grounds/buildings maintenance
10. Plant an Orchard
11. Textile bank
12. Health and Safety review/Risk assessments
13. Camera requests
14. Trustee booklet and GDPR
15. A.O.B

**1 Present:** Rowena Cove (RC) Secretary

 Ros Horne (Rho) Chair

 Tony Amies (TA) Bookings Secretary

 Dennis Wells (DW) Janitor

 Len Casey (LC) Website/Facebook and social media

 Alfie Saunders (AF)

**2** **Apologies:** Richard Harden (RH)

 Rhia Watson (RW)

 Stephen Squires (SS)

 Mark Brown (MB)

 Lucy Parsons (LP)

**3** **Representative from Parish Council**

* Rob Goodliffe was not able to attend tonight’s meeting
* DW agreed to attend next Parish Council meeting

**4 Minutes Agreed:**

* All minutes agreed from last meeting held on Monday 27th June 2022

**5 Action Points**

1. GDPR information – Ongoing Ro to contact Taverham Village Hall
2. Gas Tank Screen (AS) To obtain Quotes
3. Update Trustee book – AS
4. Start of website, Facebook page and creation of Instagram account (LC)
5. Resin covering of concrete – obtain more information (DW) to get quotes
6. Bike Rack (DW) and (AS)
7. PAT Testing (DW)
8. Date of first football fixture (LP) and (TA)
9. Tickets for Quiz night (LC)
10. Glass recycle reminder in KIT (RC)
11. Reply to Galpins Re: Cameras (RC)
12. Reply to Erpingham Parish council RE: Textile bank and Orchard (RC)
13. Spot the Ball (LC)
14. Repair of handrail (DW)
15. Kitchen Tap (DW)

**6 Bookings**

* Upcoming bookings on 24th September for country fayre has now been postponed and a new event of a Victorian Christmas Fayre will take place instead.
* 25th September – Garage Sale (organised by W.I
* 4th November Quiz and Fish and Chips – all agreed on the ticket price of £12.50 each (Len to advertise and print tickets)
* Agreed to leave 30 minutes between each booking so there is no overlap.
* Discussed there being a fee if hirers using the kitchen. (Agreed to discuss at the next meeting)
* TA reports that bookings are down but hoping they will pick up from September especially if Pilates start.
* (Rho) has requested (TA) to contact Erpingham Primary School asking them to confirm when they may need the hall over the Christmas period.
* (LC) to start a “Spot the ball” this will raise funds for the village hall
* First Football Fixture – TBC and hoping that Refreshments and Bacon Rolls can be served during the first home match. If successful this might be able to continue.

**7 Website and Facebook Page**

* This is on-going and (Rho) to give (LC) password information for the website

**8 Finances**

* RH confirmed the current balance stands at £17,699.35. Balance inclusive of recent payments:

£384 to Callum Line for the line painting of the disabled bays

£3900 to R Amies - laying concrete pad

This excludes the £1666.92 to Norris and Fisher made on 29.07.22 in respect of Village Hall insurance foe 2022/23

* There is a surplus of £1250 in the HSBC account due to the 200 club
* URM periodically collect waste glass from bottle banks for which they charge a pro-rata fee of £36 per tonne (Up from £15 from last year)
* (RH) on annual basis sends a credit claims form to NNDC based on weight of glass. Previously the credit received has exceeded the cost of collection but due to reduction in the amount of glass deposited we expect to make a loss the weight of glass has reduced from 2 tonnes a month to 0.3 tonnes.
* RC to put a reminder in KIT to recycle in the VH bins rather than their own.

**9 Grounds/Building Maintenance**

* (DW) would like to look at the cost of purchasing exterior paint/stain and we can look into asking for volunteers from the village to help
* Repair of hand rail needs carry out (DW)
* Kitchen Sink – Tap on right side needs looking at (DW) agreed to look at this.
* Covering for concrete ramp (DW) to research further
* Gas Tank (AS) showed various coverings and all members present agreed for (AS) to obtain quotes
* PAT testing – Steve Haynes electrical to be contacted by (DW) and if no answer contact Andy Pegg
* (Rho) has requested a Bike rack (DW) and (AS) agreed to look into options and locations of where best to place the rack

**10** **Plant an Orchard Scheme**

* Erpingham with Calthorpe Parish council have approached us and asked if we could accommodate and help with “plant and orchard” scheme to commemorate the Queens Platinum Jubilee.
* All present members agreed Happy to Help but we agreed that this will need to be discussed with a council representative (RC) to feed back to parish Council

**11 Textile Bank**

* Erpingham with Calthorpe Parish council have approached us and asked if we will be happy to accommodate a further textile recycling bank.
* All present members agreed no requirement for a further textile recycling bank (RC) to confirm with Parish Council.

**12 Health and Safety/Risk Assessments**

* All present members agreed that Risk Assessments must be carried out prior to any work being carried out in or around the Village Hall.
* (AS) happy to work on these as and when needed.
* AS mentioned that there needs to be a COSHH assessment carried out due to cleaning fluids held and used in the hall.

**13 Camera Requests**

* The Galpins (Owners of Tilly’s meadow) have approached us and asked if we could have camera placed on our buildings which would over-look their land and some of the VH land.
* The Galpins would like to use our Wi-Fi but in return maintain, install and cover the cost of these cameras
* We would also have access to the app so we could see constant footage of the hall
* (RH) has looked into this with our insurance company and they have confirmed that they will not cover these.
* If the village Hall was broken into and the cameras happened to not be working or didn’t capture the break-in then our insurance would not cover this and the VH would be liable.
* (RC) will contact the Galpins to decline the offer of the cameras.

**14 Trustee Booklet**

* AS has been researching into this and has some draft copies of the documents which he will circulate. GDPR will also need to be confirmed too

**15 A.O.B**

* Bin by the MUGA (RC) noticed there is a bin by the MUGA which is over-flowing (DW) will empty tomorrow but we need to think about requesting a bin to be placed by the Parish council
* New members (RC) has been asked by a couple if people if they could join the committee and all agreed that they will be most welcome

With no further business meeting concluded at 9.00pm

Date of next meeting: 10.10.22 @ 7pm to be held at The Spread-Eagle Public House