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

**Date: Monday 10th October 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 - Any feedback from last Parish Council meeting
4. Galpins – Cameras insurance
5. Minutes agreed
6. Action points
7. Bookings Update/Future bookings and events (quiz and football)/Kitchen Fee Hire
8. Website and Facebook page update
9. Finance – review of funds and spending
10. Grounds/buildings maintenance
11. Plant an Orchard
12. Health and Safety review/Risk assessments
13. Trustee booklet and GDPR
14. A.O.B

1 **Present**

Rowena Cove (RC) Secretary

 Ros Horne (Rho) Chair

 Richard Harden (RH)

 Tony Amies (TA) Bookings Secretary

 Dennis Wells (DW) Janitor

 Alfie Saunders (AF)

 Lucy Parsons (LP)

**2** **Apologies:** Len Casey (LC)

 Rhia Watson (RW)

 Stephen Squires (SS)

**3 Representative from Parish council**

Rob Goodliffe Chair of the Parish council joined the meeting

* Rob states the Parish council have agreed to pay £716.00 for Jubilee celebration. Remaining funds left to be spent on play area.
* Benches to put in place shortly.
* Rob mentioned warm hubs – PCC set up a community food table at the church. Funds available for a community hot spot – pub and village hall are to be considered as options
* Boundaries and area to be agreed/plant an orchard -Action - set up meeting to obtain clarity and agree who is responsible for what
* Agreed that we will continue to attend as many Parish council meetings as we can and likewise the Parish council will attend as many as ours

**4 Cameras at the village hall**

Paul Galpin joined the meeting

* Cameras installed would mean our insurance will become void. Suggested post in the Galpins land but PG would need to access Wi-Fi. Agreed that Paul Galpin can access our Wi-Fi as it is a public Wi-Fi available to all
* All members agreed that the pole will be erected on the Galpins land and a camera fixed to it.
* All members agreed that if the public Wi-Fi goes down we as a village hall will not be liable for any insurance
* As a gesture of goodwill, the Galpins would like to make a regular donation to our charity

**5 Minutes**

* Minutes all agreed from previous meeting held on 1st August 2022

**6 Action Points**

1. (RC) to set up meeting with Erpingham and Calthorpe Parish Council
2. (RC)to chase Taverham Village Hall re: hire rates
3. Gas Tank – Quote for screen - £160 - (AS) to order
4. Trustee booklet – (AS) to send out objectives to see if they are relevant
5. Website/Facebook page – (LP) and (AS) to research into domain names and payment
6. Resin Covering – (DW) – ongoing
7. (LP) to email Matthew Quinn re: football fixtures and (LP) and (RC) to sell Hot Chocolate Cookies
8. Prep for quiz night – 4.30pm onwards on 4th November – (all members) – Volunteers needed
9. (RC) – Send KIT reminder for glass recycling every other month
10. Spot the ball (LC) – ongoing
11. Border to be weeded – (MB)
12. Painting - work party to be organised – after Christmas (Spring)
13. (DW) to contact Steve Haynes for lighting
14. Christmas tree to be obtained from Buffy (AS) and tree and hall to be decorated at 10am on Saturday 3rd December
15. (RC) to find out from SJA about de-fib/first aid awareness

**7 Bookings update**

* (TA) will find out further information Barn Hunt
* Tickets of Quiz night are selling well set up is needed on the day 4th November from 4:30pm – Prizes will be tub of chocolates for winner and loser
* (TA) reports bookings are going well - We have lost Pilates but not losing any more – new regular hire bookings are being made

**8 Website and Facebook page**

* As discussed previously and we will look into the cost of domain name before making any changes

**9 Finance**

* Current balance is £16,420.85
* Surplus HSBC account of approx. £1250
* Rob Goodliffe has confirmed the Parish Council will cover full amount of Jubilee (£716)
* Debtor - £10 John Sizeland – not paid for hire of tables. RHo to call and remind
* Community Hot Spot Fund of £2000 – RH has carried out some further investigations. Must spend by end of March. RH happy to apply and we can then make a decision. Discussion had over whether or not to include coffee club and Rho has agreed to speak with Yvonne and Tony who run the club

**10 Grounds/Maintenance**

* Bike rack has been installed
* Hedges are all well maintained
* Border - this needs weeding – MB to carry out
* Outside painting – John Snelling we have enough paint stored under the stage for one coat – agreed that we will organise work party in the spring

**11 Plant an orchard**

* Discussed earlier and this will be discussed with the Parish Council to agree a location and get some ideas of where we source trees from

**12 Health and Safety**

* This is ongoing and Fire alarms continue to be tested
* Risk Assessments – (AS) confirmed these are still ongoing
* LED lights (DW) to contact Steve Haynes to get a quote and review efficiency.
* Electrical PAT testing was completed on 9th September

**13 Trustee Booklet and GDPR**

* Discussed earlier and (AS) has agreed that this is on-going
* (AS) has agreed to circulate the mission statement (Objectives) so we can agree if these are still relevant

**14 A.O.B**

* Christmas tree and lights will need to be put up
* (AS) to contact Buffy to obtain tree on first weekend of December sat 3rd Dec at 10am to decorate.
* Football club is using hall but don’t pay the village hall, (Rho) will speak to Bill Goreham to obtain clarity who pays and what they use.
* Heavy wooden hatch is now a roller blind - Is this safe?
* SJA – Free First Aid course

Meeting ended 9.25pm

Date of next meeting: 12th December @ 7pm

Venue: The Spread Eagle Public House