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

**Date: Monday 16th January 2023**

**Meeting Commenced: 7:00pm**

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 – Coronation??
7. Website and Facebook page update
8. Finance – review of funds and spending
9. Grounds/buildings maintenance

-LED lights

-wiring in football hut

-erosion of step

-enclosed rubbish area

-leak in kitchen

10. Health and Safety review/Risk assessments – agree on approaching council

11. Trustee booklet and GDPR

1. Mission Statement
2. A.O.B
3. Date of next meeting and confirm A.G.M

1 **Present**

Rowena Cove (RC) Secretary

Ros Horne (Rho) Chair

Tony Amies (TA) Bookings Secretary

Dennis Wells (DW) Janitor

Alfie Saunders (AF)

**2** **Apologies:** Lucy parsons (LP)

Rhia Watson (RW)

Stephen Squires (SS)

Mark Brown (MB)

**3 Representative from Parish council**

Rob Goodliffe Chair of the Parish council joined the meeting

* RG stated that in principle the Parish Council have agreed the boundaries, they will need to get it drawn up officially and seek legal advice (this will be through North Norfolk County council). There will be a memorandum of understanding which will set out the boundaries and agreement between the village hall committee and the parish council.
* Pathway between the village hall towards St. Ives Way - RG confirmed that Broadland District Housing have proposed they will be doing something towards the up-keep of the path and RG confirmed the PC could potentially do something from the village hall so joining in the middle. This could be a scheme between the parish council and Broadland housing. RG confirmed there is no timeframe or set date for this to happen so is very much on-going.
* De-fib RG confirmed the OC are responsible for this and registered with the ambulance. It is checked weekly and recorded online.
* (AS) enquired over Health and Safety and asked if there is potentially any help with this through the council. RG confirmed he will look into this as there might be some online training

**4 Minutes**

Minutes all agreed from previous meeting held on 10th October 2022.

**6 Action Points**

1. Gas Tank – Screen on-going (AS and (DW)
2. Trustee booklet/GDPR – (RC) and (AS)
3. Website/Facebook page – Ongoing (Rho) to ask Patience Moore and (TA) to ask his son Blake if he can help
4. Resin Covering – (DW) now to paint – ongoing
5. Hot chocolate and cookies to start selling (LP) and (RC)
6. (RC) – Send KIT reminder for glass recycling every other month
7. Border to be weeded – (MB)
8. Painting - work party to be organised – all members
9. (DW) to contact Steve Haynes for lighting
10. (DW) to obtain information on film license
11. (Rho) to speak with Tony Moore regarding Afternoon Tea for the Coronation
12. Website and Facebook – (Rho) and (TA) to make enquiries
13. Wire for bin area - (DW) to source
14. Kitchen leak – ongoing (DW)
15. Football hut wiring – on-going – (Rho) and (DW) to check the type of wiring in hall

**6 Bookings update/Future bookings and events**

* Film night has been suggested and all members agreed to look into doing this. (DW) will look into getting a license for the film.
* The quiz and chips night was a great success and all members agreed this should be repeated again towards the end of the year.
* Coronation. All members agreed that we will wait to hear if the PC are planning anything for this event and (Rho) agree to speak with tony Moore from the Coffee Club if they are planning an afternoon tea

**7 Website/Facebook Page**

* Following the resignation of Len Casey, it has been agreed that there is now a vacancy for this role.
* (Rho) will speak to Patience Moore to ask if this is something she will be interested in helping with.
* (TA) Also advised that he will ask his son Blake if he can also help with this.

**8 Finance**

* Current balance is £18,383.24
* All agreed to review the hire rates in September
* (RH) has confirmed his intention to step down as treasurer from the AGM. All members agreed this will be a huge loss to our committee and extremely grateful for the hard work Richard has put in but all very understanding of the reason for stepping down. An advert has been placed on Facebook and Keeping in touch for the role.

**9 Grounds/Maintenance**

* LED lights – (DW) obtained a quote from Steve Haynes

Material costs £488.80

Total cost including labour/installation £608.80

All Members agreed to go ahead but would like (RH) to approve before going ahead

* Erosion of step – (DW) will obtain pain to cover the area, however this may need grinding before painting. (DW) to let (RC) know who will ask a local builder if he can help with this.
* Enclosed Rubbish area (DW) to look into wiring for an enclosed are to be place by the glass bins
* Leak in Kitchen – DW is communication with Martin Otley and this is still on-going as (DW) is not fully sure if it is the washer or connector.
* Wiring in football hut. – (Rho) and (DW) will look Wednesday morning at coffee club to see the type of wiring if any. All members agreed this will need to be checked if there is any wiring as this could potentially affect our insurance claim in the event of a fire.
* Outside painting –To discuss at next meeting

**10 Health and Safety**

* Agreed Rob Goodliffe will look if there is any online information on this to support local village halls

**11 Trustee Booklet and GDPR**

* Agreed to simplify this and create a leaflet with links to the charity commission website (AS) to look into and (RC) will look on GDPR so all members can sign to agree to a confidentiality policy and their details are to be shared on website and logged on the charity commission website.

**14 A.O.B**

* All members agreed no other business

Meeting ended 8:38pm

**Date of next meeting:** AGM – 6th March 2023

Venue Erpingham with Calthorpe Village Hall

Start: 7:30pm

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Next committee meeting 13th March 2023

Venue: The Spread Eagle Public House

Start : 7:00pm