**ERPINGHAM WITH CALTHORPE VILLAGE HALL MANAGEMENT COMMITTEE**

**Minutes for Meeting 10.07.23**

**Meeting Venue: The Spread-Eagle Public House**

**Start Time: 6:30pm**

**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. (money from Coronation and fly tipping)
4. Minutes agreed
5. Action points
6. Bookings Update/Future bookings and events – Quiz and Chips/ Another breakfast??
7. Website and Facebook page update
8. Finance – review of funds and spending/mandate update/electricity bill/PlusNet
9. Grounds/buildings maintenance
10. CAN – Membership
11. A.O.B
12. Date of next meeting
13. **Present**

Ros Horne (Rho)

Rowena Cove (RC)

Dennis Wells (DW)

Nigel Wilson (NW)

Mark Brown (MB)

Tony Amies (TA)

Lucy Parson (LP)

1. **Apologies**

Alfie Saunders (AS)

Chris Yeomans (CY)

1. **Representative from Parish Council –**

* No representative was available today but confirmed that the council have agreed for the full amount of £500 from the Coronation celebrations will be paid to the Parish Council.
* All members objected to reporting of fly-tipping. An anonymous report can be made so agreed this is for individuals to report if they wish to do so.

1. **Minutes agreed**

All minutes agreed – note of clarification that the water tank mentioned from the last meeting is that of the water boiler tank in the kitchen and not a main water tank.

1. **Action Points**
2. (RC) to confirm if £500 cheque received from council
3. (NW) to start working on quiz
4. (NW) and (DW) to liaise over costings of electricity bill
5. All members to immediately sign mandate forms
6. All Members to agreed insurance policy renewal
7. (RC) to place information card in VH with emergency contact details
8. (RC) to liaise with Richard over annual return
9. (RC) to obtain cheque for CAN membership
10. (DW) to contact PlusNet and BT
11. (MB) to submit monthly meter readings.
12. (RC) to place recycling advert in KIT
13. (MB) to place weed killer around the border of VH
14. (RC) and (MB) to obtain quotes for step
15. (DW) to contact plumber regarding stopcock.
16. (TA) to pass on key to (NW)
17. (TA) to send final demand of unpaid invoice
18. (Rho) to organise photo board from coronation
19. **Bookings update/Future bookings**

* Quiz and Chips:- (RHo) confirmed that Tony Moore would now like to step down from organising the quiz. (NW) has agreed to take this on and a potential date has been sent for Saturday 18th November. (Rho) has agreed to contact Tony to get a format of the quiz from previous years.
* Future events upcoming for early next year will be another village big breakfast and a film night – All members to consider possible film choices.
* The school continue to have free use of the hall until the end of the year.
* Agreed that a 50% reduction on hire cost will be given to Erpingham church for the Fayre held on 1st July and Calthorpe church for the event being held on 22nd July.

1. **Website and Facebook page**

* No issues currently arising with the Facebook or Website page

1. **Finance**

* Richard Harden former treasurer confirmed that the current Barclays Bank Balance stands at £18323.93.
* HSBC has a surplus of approx. £1750, although Richard is now unable to have access to this account due to being taken off the authorised signatories. Yvonne Moore is now the only signatory.
* The Fathers Day breakfast covered costs with a surplus of £25.
* (Rho) confirmed that new mandate forms are now needed to be completed. The previous forms were sent in error as they were not the correct forms sent for a charity. All members agreed that these forms are to be circulated immediately and signed.
* All Members need to agree on the VH insurance renewal (RC) to forward to members.
* Richard has confirmed he would like to have his role officially ended by 31st July and all members agreed this is now a priority. (Rho) to liaise with Chris Yeomans (CY) to take this role forward.
* (DW) has agreed to contact PlusNet/BT regarding our internet and obtain quotes
* (NW) has looked into cheaper providers and (DW) will confirm the amount we are currently paying so we can decide whether we should use an alternative provider.
* (RC) confirmed that CAN (Community Action Norfolk) require a £50 membership fee to be paid by cheque. This is to be sent with the membership application form. (RC) to liaise with Richard to obtain a cheque.
* Monthly meter readings to be submitted by (MB)
* Charity commission requires accounts to be submitted (RC) to obtain more information from Richard

1. **Grounds/Building Maintenance**

* Quotes are still to be obtained for the replacement of the step. (RC) and (MB) to approach local builder for a new quote as more work needs completing to the step than previously agreed.
* (DW) to approach local Plumber Steve Roper for the stopcock to be updated – If no response a new plumber will ned to be approached (MB) has suggested a local plumber he can contact
* Information cards to be made and placed in the Village Hall giving emergency contact details of local Plumber, electrician and current members.
* All members agreed (NW) to be additional key holder (TA) will pass on the forms to be completed and a key.
* Weed killer is needed to be put around the edge of the Village Hall (MB) agreed to this.

1. **CAN Membership**

* (RC) confirmed that all members agreed silver membership and CAN (Community Action Norfolk) require a £50 membership fee fto be paid by cheque. This is to be sent with the membership application form. (RC) to liaise with Richard to obtain a cheque.

1. **A.O.B**

* No other business declared

1. **Date and time of next meeting:**

Monday 11th September 2023

6:30pm Start

The Spread-Eagle Public House

**Meeting concluded at 20:00hrs**