**ERPINGHAM WITH CALTHORPE VILLAGE HALL MANAGEMENT COMMITTEE**

**Minutes for Meeting 22.05.23**

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

**Start Time: 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 – fly-tipping.
4. Minutes agreed
5. WhatsApp group and communication
6. Action points
7. Bookings Update/Future bookings and events – Village Breakfast
8. Website and Facebook page update
9. Finance – review of funds and spending/mandate update/electricity bill
10. Grounds/buildings maintenance/boundaries and fly-tipping
11. CAN - Membership
12. Health and Safety review/Risk assessments – agree on approaching council
13. Trustee booklet and GDPR/Mission Statement
14. A.O.B
15. Date of next meeting
16. **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 present
* Date of next PC meeting TBC
* RC read email received from Martin Campbell Parish Chair - all parties agreed to not report as no defined boundary.
* All agreed to request PC to confirm boundary at their next meeting
* Agree to raise invoice for cost of coronation

1. **Minutes agreed**

All minutes agreed

1. **Current Members/ WhatsApp group and communication**

* We welcome Nigel Wilson to the committee
* All parties agreed to create a separate WhatsApp group and keep the other group for volunteering (RC) agreed to create another group.

1. **Action Points**
2. Update charity commission website with Nigel’s’ details (RC)
3. Email council to request definition of boundaries to be put on next meeting agenda (RC)
4. New committee WhatsApp group to be created (RC)
5. Community Action Network to be contacted and sign up for membership (RC)
6. Two further quotes to be obtained from local builder regarding Step and ramp (RC/Rho and MB)
7. Big Breakfast to be organised (RC & LP)
8. KIT reminder for Glass recycling (RC)
9. Invoice to be raised for Coronation (Richard Harden former treasurer has kindly agreed to action this)
10. Monthly Electricity meter readings to be taken (MB)
11. New fixed rate to be actioned (DW)
12. Look into cheaper providers (NW)
13. Replacement of water tank (DW)
14. Mandate – This is still outstanding Rho to obtain from CY
15. Adverts to be displayed and put on local social media for Big Breakfast (LP/ RC and help of other members)
16. Final demand of invoice to be sent to bad debtor (TA)
17. Flower Borders to be tidied (MB)
18. Photo Board to be organised (Rho)
19. **Bookings update/Future bookings**

* TA agreed that the swimming club are booked every Sunday until June 4th
* Discussion had over a bad debt and all agreed that from now on casual users will complete a booking form and agree to the terms of use. We will now request casual users to pay full amount upfront and we will also implement a cancellation policy.
* Big breakfast: - to be held on Sunday 18th June. Agreed that Sausage Baps, Bacon Baps a selection of cereals and pastries and Tea and coffee will be available for an inclusive cost of £5 per person. We will look at using a local butcher to source meat goods and provide a vegetarian and gluten free option. Agreed to cater for 75 people and any surplus can be sold off.

1. **Website and Facebook page**

* TA has kindly agreed that his son, Blake will be happy to complete the odd update on the website. Rho agreed that she will try to meet with Blake and identify any updates.
* Rho confirmed she is still happy to keep the Facebook page updated.

1. **Finance**

* Richard Harden former treasurer confirmed the as of today current balance stands at £17, 704.56. There is a surplus of £1750 from the HSBC Coffee Morning 100 club and we are also due to get an approximate £1000 refund from EON.
* There is a current bad debtor from a party held on 14th January 2023. The amount outstanding is £77.50. Agreed that TA will send a final outstanding invoice as a last attempt to reclaim the debt.
* All agreed going forward casual users will pay upfront to avoid this happening again.

1. **Grounds/Building maintenance**

* All parties agreed that two quotes should be obtained in relation to replacing the step and slope RC/ MB and Rho to do this.
* The water tank needs replacing at a cost of approximately £660. All members agreed for the replacement to go ahead. DW will action this.
* DW will pursue getting a smart meter but in the meantime, MB will do monthly readings and submit to DW in an attempt to avoid a wrong estimate being given.

1. **CAN membership**

* All parties agreed to pursue membership to Community Action Norfolk this will ensure help with Risk assessments, Health and safety and Trustee information.

1. **Health and Safety/Risk Assessments**

* This will now be helped by Community Action Norfolk

1. **Trustee booklet and GDPR/ Mission statement**

* This will be supported by Community Action Norfolk

1. **A.O.B**

* Rho explained the flower borders need tidying up
* Rho requested another photo board from pictures of the coronation celebrations – All parties agreed.

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

10th July 2023

The Spread Eagle Public House

6:30pm