**ERPINGHAM WITH CALTHORPE VILLAGE HALL MANAGEMENT COMMITTEE**

**Minutes for Meeting 11.09.23**

**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.
4. Minutes agreed
5. Matters arising
6. Action points
7. Bookings Update/Future bookings and events – Quiz and Chips/ Another breakfast/Macmillan coffee morning

Discuss feedback from CAN Re: Booking form to include safeguarding policy and fees for local community users

1. Website and Facebook page update
2. Finance – review of funds and spending/mandate update/electricity bill/PlusNet/insurance/window cleaning
3. Grounds/buildings maintenance
4. CAN – Membership Feedback from our CAN representative
5. A.O.B
6. Date of next meeting
7. **Present**

Ros Horne (Rho)

Rowena Cove (RC)

Dennis Wells (DW)

Mark Brown (MB)

Tony Amies (TA)

Lucy Parson (LP)

1. **Apologies**

Alfie Saunders (AS)

Chris Yeomans (CY)

Nigel Wilson (NW)

1. **Representative from Parish Council –**

* No representative was available for today’s meeting.
* £500 received from council for coronation celebrations
* (DW) to attend next meeting has agreed to attend the next Parish Council Meeting on Wednesday 13th September
* All parties agreed that we will await confirmation of boundaries before any action taken re: fly tipping and dead tree
* Hole in drain opposite Billy Wright to be reported to PC – (DW) will do this

1. **Minutes agreed**

All minutes agreed from previous meeting of 10th July 2023

1. – **Matters arising**
2. Following Richard Hardens resignation as treasurer Mark Brown has agreed to step up and take over the post of treasurer
3. **Action Points**
4. (NW) to start working on quiz
5. (NW) and (DW) to liaise over costings of electricity bill – this is on hold currently due to decreasing rates
6. (RC) to send mandate forms by recorded delivery
7. (RC) to pass completed information card to (RHo) who will place in the village hall
8. (RC) to liaise with Richard/Mark over annual return
9. (DW) to continue to liaise with PlusNet/BT re: Wi-Fi
10. (MB) to submit monthly meter readings.
11. (MB) to place weed killer around the border of VH
12. (RC) and (MB) to obtain quotes for step
13. (RC) TO chase plumber to finish replacing stopcock
14. (RHo) to organise photo board from coronation
15. (DW) to fix lock on cupboard
16. (RC and LP) to work on new booking form.
17. All agreed that wasps should be monitored and if these become a nuisance action will be agreed to remove them
18. (LP) to investigate if all Trustees need to be DBS checked.
19. (RHo) to contact the window cleaner to keep the regularity of window cleaning to remain quarterly.
20. (RHo) to carry out a risk assessment over the safety of the step and ramp to the entrance of the village hall.
21. (DW) to research into email account
22. **Bookings update/Future bookings**

* Quiz and Chips (NW) has agreed to take this on and a potential date has been re-scheduled for Saturday 20th January.
* Macmillan Coffee Morning 20.09.23 – Coffee club will pay £100 to Macmillan and VH committee all agreed to pay £50 for any surplus needed.
* Big Breakfast Valentines date confirmed for 11th February 2024 - 9am to 11am
* Film night – All members to consider possible film choices and date set for 15th March 2024
* The school continue to have free use of the hall until the end of the year.
* (TA) confirmed usual bookings remain
* Following a discussion with Tonya Wisley at CAN it has been agreed that the booking form is to be re-done.

There should be a safeguarding policy attached, cancellation policy, rubbish to be taken home etc. (RHo) has agreed to send over a copy of the old booking form. (RC) to contact Tonya to get clarification of the booking fees for local residents, if these fees should be shown on the booking form?

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 £16806.68
* HSBC has a surplus of approx. £1750
* All trustees agreed that Richard Harden and John Snelling are to be removed signatories from the 200 club
* All trustees agreed Mark Brown (MB) will now take on the role as treasurer and will be an authorised signatory for the 200 club
* (Rho) confirmed that new mandate forms are completed along with HSBC. (RC) will post these by recorded delivery back to Barclays
* Mark Brown (MB) to take on the role as treasurer with immediate effect and will now liaise closely with Richard Harden (former treasurer) in taking over the role
* Window to be continued to be cleaned quarterly.
* Monthly meter readings to be submitted by (MB)
* Charity commission requires accounts to be submitted (RC) to liaise with Richard Harden and Mark Brown for this information.
* All members agreed to a surplus of £50 to cover the cost of the Macmillan Coffee Morning and no charge to be made to the coffee club to hire the hall.

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. (RHo) has agreed to undertake a risk assessment around the safety of the step.
* (RC) confirmed Plumber will be fixing the stopcock on Tuesday 12th September 2023
* Weed killer is needed to be put around the edge of the Village Hall (MB) agreed to this.
* A new lock has been obtained for the cupboard and (DW) has agreed to replace.
* The two windows in the kitchen will be monitored as they may need replacing in the future

1. **CAN Membership**

* (RC) confirmed our CAN representative is Tonya Wisley.
* Tonya explained there is lots to do, she has sent over some useful resource packs and explained we need to change the booking form as our first job.
* (RC) also explained there is an opportunity of training with CAN so we get some information on the running of a hall. (RHo) agreed this could be worthwhile and potentially we could join up with another hall.

1. **A.O.B**

* (DW) requested an advert to be placed on local selling page to sell old lights from village hall – all members agreed.
* All members agreed it might be useful to have a generic email address. (DW) confirmed that we did used to have one so will see if this account is still active.

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

Monday 13th November 2023

6:30pm Start

The Spread-Eagle Public House

**Meeting concluded at 20:17hrs**