**ERPINGHAM WITH CALTHORPE VILLAGE HALL MANAGEMENT COMMITTEE**

**Minutes from Meeting 13th November 2023**

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

**Start Time: 6:30pm**

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 - Quiz/Breakfast
7. Website and Facebook page update
8. Finance – review of funds and spending/mandate update/Barclay confirmation of details and Charity Commission
9. Grounds/buildings maintenance – Step/ window leaks and solar panels
10. AOB – Christmas trees – set a date to decorate
11. Date of next Meeting
12. **Present**

Ros Horne (RHo)

Rowena Cove (RC)

Mark Brown (MB)

Nige Wilson (NW)

Tony Amies (TA)

Alfie Saunders (AS)

Lucy Parsons (LP)

1. **Apologies**

Chris Yeomans (CY) – A message was received from Chris resigning from the committee)

1. **Representative from Parish Council**

Nobody was present for this evening’s meeting. Feedback from (TA) from the last PC meeting was regarding the boundaries. The PC opinion is that the Village Hall is to take on the responsibility for the day to day management of the land surrounding the hall including the bowling green.

All parties agreed that there needs to be a separate meeting to agree the boundaries and management of the land due to the fact if there was not a full committee formed for the village hall the responsibility of the hall and surrounding land will need to be passed back to the PC.

(RC) agreed to contact the PC and arrange a meeting

(DW) and RHo) agreed to look for the original trust deed located at the hall.

1. **Minutes agreed**

All minutes agreed from last meeting dated 11.09.23

1. **Action Points**
2. (NW) and (DW) to work on liaise over costings if electricity after Christmas
3. (RHo) To continue chasing Mandate
4. (RC) To continue attempting to file Annual return
5. Wi-Fi (DW) will chase this as we have a new provider
6. (MB) to continue submit monthly meter readings
7. (MB) to place weed killer around the border of VH and (AS) will tidy up around the Gas Tank
8. (Rho) will speak with Alan Witham and others at coffee club regarding step and in the meantime (MB) and (DW) will meet at the VH and discuss other options
9. (Rho) to organise photo board from Coronation
10. (LP) and (RC) to work on new booking form
11. (RC) to contact CAN and ask if all trustees need to be DBS cleared?
12. (RC) to email ERPWCALPC and request a date to meet re: boundaries
13. (Rho) to contact Stephen Green with date of potential meeting
14. (Rho) and (DW) to locate original trust deed
15. (MB) will research heating options
16. (RC) will contact CAN to gain information on grants available for building maintenance/heating
17. (Rho) to contact window cleaner and confirm cleans to remain quarterly.
18. (MB) will place expandable foam in holes where wasps were seen.
19. **Bookings Update**

(TA) confirmed that there are currently no issues with the bookings and all hirers have paid on time. The Quiz and Chips will take place on 20th January starting at 7pm. All agreed for the cost of tickets to be priced at £13.00 each and a maximum of 6 per team. (NW) has started to work on the questions of the quiz.

(RC) and (LP) confirmed the Valentines Big Breakfast will take place on Saturday 10th February.

1. **Website and Facebook Page**

No updates

1. **Finance**

The current Barclays Bank Balance £17826.38 and the HSBC surplus stands at approximately £2250

(RHo) reports that the current account at the moment is suspended. Barclays have stated that we do not have a charity account which need to be changed. (RHo) will chase this again tomorrow. Until the account has been changed the mandate cannot be completed.

(RC) confirmed that the annual report has not been filed by the deadline of 31st October 2023. The My Charity Account is not able to be accessed due to system error and not receiving a code which works (RC) confirmed several attempts have been made to rectify this and an official complaint has been logged. (RC) will continue to try and file the return.

(TA) agreed to invoice the bowls club for the amount of £33.40 for the use of electric

1. **Grounds/Building Maintenance**

Step - All parties agreed the current quote obtained is far too high in price. (MB) and DW) agreed to meet at the village hall and discuss alternatives (DW) has suggested the possibility of placing Tarmac on the ramp. Discussions also had about having a ramp only rather than a step and a ramp.

Window leaks – This is to be monitored (DW) has placed Mastik around the edge of the window but it is still leaking so thinks the leak is coming through the roof.

Heaters – Other options of heating were discussed including air source however the general feeling is that the current lack of insulation in the hall this would not be a suitable option. At the moment all parties agreed to keep the current three heaters going whilst researching other options and grants – (MB) agreed to look into this further.

Wasp nests were discussed and now there are not any left (MB) agreed to place expandable foam is the holes which are visible

Solar Panels – (RHo) read out an email received from Stephen Green. The proposal is to place solar panels on the roof of the village hall.

All parties agreed this could definitely be considered but more information is needed. Discussions also had regarding the cost of removing the asbestos roof. There could be an option of obtaining a grant for this and (RC) agreed to contact CAN requesting information if such grants are available. (NW) agreed that he will be happy to apply for any relevant grants. (RHo) will contact Stephen Green to request a meeting to discuss this further and gain more

information.

1. **AOB**

Christmas tree – (AS) agreed to contact Peter Wilcox at Erpingham House Farm to supply our Christmas tree. Delivery will be requested for 1st December and Decorating the Hall and tree will be on Sunday 3rd December at 1pm.

1. **Date of Next Meeting**

The next meeting will take place on Monday 8th January 2024

Potential date of meeting with Stephen Green 25th January 2024

Meeting concluded at 8:06pm