**ERPINGHAM WITH CALTHORPE VILLAGE HALL MANAGEMENT COMMITTEE**

**Minutes from Meeting 8th January 2024**

**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. Action points
6. Bookings Update/Future bookings and events - Quiz/Breakfast and Free use for the school to be discussed
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/deep clean of kitchen/ discuss cleaner
10. AOB –Date of next Meeting
11. **Present**

Ros Horne (RHo) (Chair)

Rowena Cove (RC) (Secretary)

Mark Brown (MB) (Treasurer)

Dennis Wells (DW) (Janitor)

Tony Amies (TA) (Bookings Secretary)

Nige Wilson (NW)

Lucy Parsons (LP)

1. **Apologies**

Alfie Saunders

1. **Representative from Parish Council**

No correspondence from PC (Rho) and (NW) will attend the next PC meeting 10th January 2024

1. **Minutes agreed**

All minutes agreed from last meeting dated 11.09.23

1. **Action Points**
2. (NW) and (DW) to review electricity costings in April
3. (RHo) To continue chasing Mandate
4. (RC) To continue attempting to file Annual return to the Charity Commission Website
5. Wi-Fi (DW) this is continuing and Plus Net happy to still provide a service until works have been completed with new provider
6. (MB) to continue submit monthly meter readings
7. (Rho) to organise photo board from Coronation - ongoing
8. (LP) and (RC) to work on new booking form - ongoing
9. (RC) to contact CAN and ask if all trustees need to be DBS cleared?
10. (RC) to email ERPWCALPC and request a date to meet re: boundaries after 10th January PC meeting
11. (Rho) and (DW) to locate original trust deed
12. Heating – Needs replacing and (MB) and (DW) to look into cost of a new heater.
13. (RC) will contact CAN to gain information on grants available for buildings and heating.
14. (MB) will place expandable foam in holes where wasps were seen – on-going
15. (DW) to gain quotes on mending the roof.
16. (RC) to organise work party to deep clean the kitchen

**6 Bookings**

Quiz is all confirmed for 20th January 2024 (Rho) received a phone call from the Galpins (owners of Tilly’s meadow) who have purchased 15 tickets for the quiz to distribute to people who would like to attend but would financially struggle. All members agreed that this is going to be difficult to do as it is hard to identify residents of the village who most need the tickets. (RHo) to go back to Paul Galpin how to distribute the tickets or offer another alternative of donating to the Foodbank.

Spring Big Breakfast – This has been confirmed for 2nd March 2024 9am to 11am

All members agreed to continue free bookings for school and to be reviewed on a yearly basis.

All members discussed the possibility of Christmas event this will consist of a tree outside the hall and asking local residents to decorate and possible serve hot chocolate and marsh mallows.

(Rho) requested a discount on church bookings of the hall – 50% off the cost of hire was agreed

1. **Website and Facebook Page**

No updates and (RHo) to continue to update these

1. **Finance**

No current balance could be confirmed as access to the account is limited. (Rho agreed she will look and confirm the balance)

Currently our account is frozen and we are not able to make payments out of the account. All members agreed that we could consider taking this to our local MP to raise awareness of the appalling service from Barclays as we are now struggling to run as a village hall.

(RHo) will chase Barclays as the mandate should now be completed. (DW) and (MB) are awaiting confirmation from HSBC of how to login to the account.

Charity commission – there has been problems logging into the My Charity Account and (RC) confirmed the annual return still can not be submitted. The code that is sent does not work (RC) confirmed three official complaints have been logged through the My Charity government website. (RC) agreed to continue to attempt the upload of the annual return.

1. **Grounds/Building Maintenance**

**(**DW) confirmed that the window problem is a roof problem because the extension is a flat roof which is where the leak is – agreed to contact roofer and gain quotes.

Alan Witham to quote on step and he has also suggested PC may contribute to the cost (RHo) will chase this.

Cleaning of the hall – (Rho) to contact Barbara and if Barbara does not want to clean all members agreed to contact local cleaners.

Deep clean of Kitchen before Big breakfast was discussed and all members agreed that a work party will be needed. (RC) to organise.

1. **AOB**

No other business raised

1. **Date of Next Meeting**

Monday 4th March 2024, 6:30pm @ The Spread Eagle Public House

AGM 24th April 2024, 7:00pm @ Erpingham with Calthorpe Village Hall

Meeting concluded at 20.30