**ERPINGHAM WITH CALTHORPE VILLAGE HALL MANAGEMENT COMMITTEE Minutes**

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

**Start Time: 6:30pm**

**Date 4th March 2024**

**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 –
7. Website and Facebook page update
8. Finance – review of funds and spending/mandate update/Barclay confirmation of details and Charity Commission/HSBC 200 club
9. Grounds/buildings maintenance – Step/ window leaks and solar panels/Bins – Do we renew with NNDC?
10. AOB –Date of next Meeting/ AGM
11. **Present:**

Lucy Parsons (LP)

Dennis Wells (DW)

Nige Wilson (NW)

Rosalind Horne (Rho)

Pete Gidman (PG)

Amanda Eastlake (AE)

Rowena Cove (RC)

Mark Brown (MB)

Tony Amies (TA)

We welcome two new members Amanda Eastlake and Pete Gidman

1. **Apologies**

Alfie Saunders (AS)

1. **Council**

No representative from PC was available but email received requesting a meeting to discuss the boundaries

(MB) and (RC) will go to the next PC meeting

Date proposed to get together with Rob Goodliffe on 13th April 10am (RC) to contact Rob Goodliffe

1. **Minutes**

Minutes agreed by all members from previous meeting 08.01.24

1. **Action points**

1 (RC) to contact Rob Goodliffe

2 (DW) and (NW) to look into electricity before May

3 (RC) to continue with Charity Commission Website

3 (DW) and (TA) to continue submit meter readings

4 (Rho) to organise photo board

5 (Rho) to contact member regarding funding

6 (RC) to contact CAN re: buildings and contents insurance

1. (MB) to place foam in holes
2. (DW) to obtain quotes for mending the roof
3. (DW) to check fire alarm
4. (RC) to continue to upload annual return to Charity commission website
5. (Rho) to place a full page advert in KIT advertising the hall
6. (RHO) to chase quote for step
7. (DW) to obtain quote for roof
8. (DW) to contact local cleaner
9. (RC) to work with (LP) on a new booking form
10. All members agree on a pack to give to all trustees
11. **Bookings update/Future events**

(TA) has confirmed that a new Pilates has now started

Feedback from quiz was very positive and all agreed that another quiz should be held in January 2025. The big breakfast was also a success and to be held again in September.

Possible events Race night/Film night/table top sale this could be linked with the village Fayre on 29th June 2024

Discussions over keeping in touch – (MB) to find out costs of adverts with Liz and (Rho) will place a full page advert in KIT

1. **Website and Facebook**

The Facebook page and website are up to date and working well but it was discussed that an Instagram account should be started and all agreed so (MB) will liaise with (rho) to start the Instagram account and (AE) advised that her daughter would also be happy to advise us on reaching the right areas.

1. **Finance**

(MB) reports that the current account as of 01.03.2024 is £15,777.98

The HSBC (200) club is £3374.74

(MB) reports that the funds from breakfast and lights are to be added

(MB) has officially taken over the treasurer role as the mandate is now complete

(PG) has now taken over the role of 200 club

(PG) and (DW) are now named on the HSBC account along with (MB) and John Snelling a previous trustee who has now left to be removed

Charity commission still needs updating

All members agreed for (MB) to hold a £100 float

1. **Grounds/buildings maintenance**

Water heater and Gas heater have now been replaced – (TA) will gain advise from the plumber if the water heater should be kept on or turned off.

Step/ramp – (Rho) spoke with Alan Witham who advised he will look into replacing with a ramp only – (Rho) will chase for a quote

Car Park - (Rho) reports two large pot holes.

(RC) – to email the PC to put pot hole repair on the agenda

Solar panels – (MB) and (Rho) met with Stephen Green and all members agreed it is a good idea in principle however the roof and the building may not take the weight of the panels. Steel frame was discussed but we will need to gain quotes. All members agreed to put this on hold for the time being.

Bins – All members agreed to renew the contact with NNDC

Cleaner – A couple of complaints have been made regarding the cleanliness of the hall. (Rho) has suggested we have a cleaner to do two hours a week at a cost of £15 per hour. We may need more volunteer cleaners as some have been doing this role for a while and may not want to continue

(DW) will contact a local cleaner for her availability

1. AOB

Mast – A member of the public has requested we bring up the issues of the trees being cut down along The Street and has asked us as a village hall committee to approach the Parish Council – (RC) agreed to mention at the next PC meeting

(TA) discussed the need for new committee members agreed that we should approach representatives coming from all the people who use the hall including the school and all members agreed.

(DW) is continuing to pursue the rebate from the water leak

Date of nest meeting AGM – 24th April 2024