

# Barsham & Houghton Village Hall Committee

## Meeting Minutes

Monday 21 November 2022 at 7pm

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Those present: Stuart Laws, Grace Howlett, Frank Chapman, James Goodley, Jodie Bond.

**1. Welcome by the Chairman and consider any apologies for absence**

The Vice Chairman welcomed all those present.

Apologies received from Andrew Ross (Chairman) and Robert Fletcher. Apologies accepted.

**2. To approve minutes of meeting held on the 3 October 2022**

The minutes were approved without amendment and signed by the Vice Chairman as a correct record.

**3. Receive report from the Treasurer & discuss financial matters**

Financial report received (please see Appendix 1).

The Committee agreed to increase the insurance level for the hall to £250,000. It was agreed to scrutinise the insurance policy before next year's renewal and obtain alternative quotations for comparison.

**4. Village Hall Bookings & Events**

Nothing to report.

**5. Discuss and agree maintenance work required**

The Vice Chairman agreed to check the gas level following this meeting.

Cllr Goodley will request the estimate for the paint for the hall interior, for final approval before the work goes ahead.

**6. Consider any correspondence**

Letter from NNDC regarding the correct contact details for receiving remittances.

**7. AOB**

Grace suggested that Stuart becomes a signatory on the bank account. All agreed.

Jimmy suggested moving to online banking and Grace proposed we switch banks as our current bank is unhelpful and does not serve business customers at the local branch. However, following discussion it was agreed that Grace will make further enquiries at the bank and attempt to set up online banking with them, as switching banks can be a very lengthy process. If this fails, we may consider switching.

Item for inclusion on the next agenda:- Consider new member to join the committee, Rent review.

With there being no further business, the Vice Chairman closed the meeting at 7.32pm.

Signed:.....Date: .....

**APPENDIX 1**

Barsham and Houghton Village Hall							
Banking Movement July 2022 to June 2023							
1st July 2021	<b>Opening Balance</b>		<b>19586.98</b>				
Date	Income			Date	C/N	Expenditure	
July 1st	1st Academy Dance	575.00		July 1st	123	E'on	113.36
	Calor Gas refund	20.31			124	Anglian Water	47.90
August				August	125	Paul Taylor Boiler Services	90.00
					126	E'on	142.03
					127	Secker Construction Cladding repair	840.00
September	1st Academy Dance	575.00		Sept	128	PPL PRS Music licence	139.20
					129	E'on	188.87
		1170.31			130	Steward Safety	16.51
			20757.29				1577.87
						<b>Closing Balance</b>	<b>19179.42</b>
October	1st Academy Dance	575.00			131	E'on	170.96
	Refund PlayArea Sign	16.51			132	Calor Gas KFP	30.90
					133	Steward Safety Fire Extinguishers	94.44
					134	Anglian Water	69.22
NOvember	1st Academy Dance	575.00			135	Alan Boswell Ins	1079.52
			1166.51				1445.04
						Closing Balance 21/11/22	18900.89