

## **OVINGTON VILLAGE HALL MANAGEMENT COMMITTEE**

### **Minutes of Meeting held 22 July, 2026 at 7.00 pm**

#### **General Section**

##### **Present:**

Committee Members: Dave Welsted (DW), Richard Moss (RM), Mike Howes (MH), Jill Burgess (JB), Stuart Burgess (SB), Rosemary Jones (RJ), Jane Lambert (JL), David Lloyd (DL), Jean Rocket-Woods (JRW) and two members of the public, Christine Moss (CM) and Jeremy Rocket-Woods (JRW).

The Chairman (DW) opened the meeting.

##### **Events:**

Allotment BBQ - 16th August. JL to do a raffle.

Car boot sale - 5th September from 9.00 am to 1.00 pm. Prior to the meeting DW had distributed a diagram of the proposed layout of the cars and tables and this was discussed. The pitches cost £5 with payment in advance and there is room for 33 pitches. It was agreed that £2 for each pitch on Church land would be given to the Church for the use of the land.

##### **Actions:**

- A risk assessment to be conducted - to ask KM
- The hedge and small trees to be trimmed
- The pitches to be outlined
- Car parking signs, which are stored in the shed, to be erected.
- High vis vests to be available for the Marshalls.

Tea and coffee, sausage rolls and cakes to be available.

SB advised that he is going to make a sign with sections which can be slotted in advertising events and it is proposed that this will be erected by the crossroads on the Dereham Road. The sign would advertise the car boot sale and then the bookworm fair. JB advised that the land where the sign is proposed to be positioned belongs to Daws Farms and she will ask for their permission to erect the sign.

Bookworm Fair - 26th September. Tea, coffee, soup, sausage rolls and cake to be available. A rota for serving the refreshments to be drawn up.

John Julien, Spiritual Medium - 3rd October. RM advised that he has applied for a drinks licence and it is proposed that wine, beer and soft drinks will be available.

Festive Fair - 21st November was set as a provisional date and this to be discussed with KM. JL to do a raffle.

Festive afternoon tea - 13th December

New Year's Eve Party - 31st December

**Training:**

JB advised that she has carried out some training on the new buckets and mops with Leslie.

RM advised that Bradenham has been nominated as a Breckland mindful village. The Breckland scheme requires a minimum of two people to undertake training to become champions and there needs to be a mindful activity delivered every year which encourages the local residents to use the village hall. This is of interest as we already have activities which fall within the requirement and it was agreed that JL would speak to KM as she has previously mentioned it.

**Maintenance:**

SB advised that the black mould in the toilets has been painted with breathable paint. There is some filling required and the skirting and boxing around the urinals needs to be replaced before the rest of the toilet areas are painted with the white breathable paint.

The gutters need clearing and everything stored in the storage cupboard needs reviewing. A working party will meet on Tuesday 13th October at 1.30 pm.

The two leaking water butts need to be disposed and replacing with new ones. RM is contacting Breckland Council and he will enquire whether they will supply two new water butts.

**Any Other Business:**

No items were raised.

*Members of the public then left the meeting. Christine and Jeremy left the meeting.*

## **Committee Members Section**

### **Apologies:**

Kaz Mason.

### **Minutes of previous meeting:**

The Minutes of the committee meeting held on 27th May, 2026, were agreed and signed.

### **Matters Arising:**

The Installation of CCTV security cameras on the outside of the Village Hall, DW to check with Tim Burt.

### **Treasurer's Report:**

RM advised that there is just over £2,500 in the current account and around £43,000 in the deposit account. The Line dancing had made a profit of £60. A cheque of £226.00 for recycling is expected to be received.

RM advised that he has received confirmation that the Village Hall is exempt from paying rates for this year and next. RM to enquire whether Breckland Council could supply the hall with two wheelie bins along with two new water butts.

### **Items from the general section:**

It was suggested that small flyers outlining future events at the Village Hall are handed out to residents in the village and also displayed on a table at events. JB volunteered to help with distributing the leaflets.

It was suggested that some events should have reduced rates for children and families to encourage more people from the village to come to the events. It is considered that the festive fair is now quite commercial and it was agreed that some games are set up so that the fair is more varied.

It was suggested that a summer fate should be held next year.

### **Policies:**

DL advised that he had reviewed the Village Hall policies and all Charities must have a Conflicts of Interest Policy and also a Data Protection and GDPR Policy. There are also a number of other policies that we should consider.

DL to compile a Conflict of Interest policy and distribute to everyone for their comments. DL explained that if someone has a conflict of interest they would need to declare it and then the Trustees would need to manage it.

DL advised that we must have a Data Protection and GDPR Policy as we hold the names and addresses of the Trustees, there is one employee and we hold records of their bank account. The policy would outline why we hold this information, for how long we would hold it and how we

protect it etc. DL to talk to the Trustees to find out what details are held and then compile a simple policy.

DL advised that we should have the following:

Financial Controls Policy (to include safeguards for the Treasurer)

Health & Safety Policy

Risk Management Policy - to ascertain what risks there are and the likelihood of anything occurring. For instance Leslie works alone and we need to be mindful of our duty of care.

Safeguarding Policy - KM has a policy on this for the youth club. We need to have a policy which covers children and vulnerable people attending events.

It was agreed that a separate meeting would be held to discuss these and a date to be agreed at the next meeting. Policies will remain on the Agenda for future meetings.

**Any other business:**

Nothing was raised.

**Date of next meeting:**

The next meeting is scheduled to be held on Wednesday 2nd September, 2026 at 7.00 pm.

The meeting ended at 9.00 pm.