

Thuxton & Garvestone Village Hall
Trustee Board Meeting
Tuesday 1st October 2024 at 2:00 pm
Minutes

ACTION

1. Apologies: Dot Leeder (DL)

Andrew Blake (AB) Co. Sec. not in attendance

Present were Stephen Smith (SS), Chair; Ruth Gooch (RG) Temp. Treasurer; Jon Gooch (JG), minutes; Kerry Collinson (KC).

2. Minutes of last meeting

Minutes for 9th September were reviewed and AGREED as correct with one change.

3. Matters arising

DL had e-mailed with a report on the Play Area repairs to date. Agreement was requested to proceed with the demolition of the large central piece of equipment by Ian Cole. AGREED RG to inform DL. Also, DL is in touch with Breckland Council regarding grants and other advice.

RG

SS pointed out the new map which he had been asked to unveil at the Parish Council Meeting.

Working Party had only 1 volunteer and four trustees. More work that needs to be done to be added to Ian Cole's list to carry out for us.

DL has reported that the Fire Risk Assessment will be carried out on Friday 11th October.

DL

Meet & Eat. It was agreed we should offer for people to stay on to enjoy pastimes and games and we will have the bar open if there is a volunteer to man it and to be responsible for clearing and locking up at the end of the afternoon. The refreshment cart will also be open.

4. Defibrillator

RG reported a phone call from a concerned resident asking where the Defibrillator was, as they could not find it. This highlighted the lack of knowledge about it in the village and RG offered to highlight this in the next entry for Group News. It was also suggested that it should be moved to be more obvious and accessible. As this is a Parish Council facility it was agreed that the PC should be asked to consider it's move.

RG

5. Volunteer Supper

RG has the final list of volunteers and will issue invites. RG will also organise vegetarian quiche and make a tray bake with ice cream for an economical sweet.

RG

6. Bookings

RG has had a number of children's parties booked and word is spreading that the hall is an excellent venue. There is occasionally an issue when bouncy castles are booked as the contractors cannot always fit into the time the hall has been booked. It was suggested we have a minimum 3 hours booking if a bouncy castle is to be used and delivery and removal has to be within the time booked.

RG

ACTION
KC
SS
SS / AB
RG
RG / JG
AB

7. Finance

RG reported the current balance at the bank is £16,948.01. This is after payment for the replacement blower for the treatment plant, but before the insurance renewal (approx. £2,000).

KC has forms for the payment card application but has found these are now out of date. New ones are coming and need completing next week. One question that needed a decision was who the card holders should be. Agreed this to be SS and Deborah for Meet & Eat.

JG mentioned the help that had been given by Ed Collinson who has completed his accountancy training and is guiding RG and JG with the new accounting system.

8. Insurance

SS confirmed he had just managed to meet the deadline for renewal of the main policy. It had been agreed by e-mail that we should take the brokers advice and increase the Loss of Revenue to £20,000 to match our expected annual income. Five other questions about Directors' Liability Insurance were answered to be sent to brokers.

9. AGM

SS has amended TGI accounts, and these are ready for the AGM. SS has seen a revised draft of the 23/24 accounts and has a few amendments to suggest to AB. Copy to be forwarded to all directors.

JG pointed out that AGM papers should be issued to all members 21 clear days before the AGM, which means tomorrow - **2nd October**. SS to check with AB that this is in hand.

10. Coffee Cart

RG reported this is going very well and the owner, Michelle, was very pleased with the level of support and trade so far. Michelle has offered to do various things to raise some money towards the upkeep of the play area. One idea is to sell pumpkins and possibly run a pumpkin carving competition on Friday 18th October. RG asked for approval to offer the kitchen for use, free of charge as it will benefit us. All agreed, providing the children are supervised by their parents, and all is cleared up thoroughly.

11. Storage.

RG requested approval to use the second old changing room as a store of paperwork and other items to relieve pressure on the cloakroom / bar and for old records currently at home. Also to remove any potentially flammable material from the Plant Room (Boiler Room) before the Fire Risk Assessment. All agreed. This space can also be offered to a new hirer who needs to store artistic materials in the hall. All agreed to RG/JG purchasing and fitting a hasp and padlock. The padlock to use a code for security that can be shared when needed.

12. Bowls Club Meters

JG asked if this was the time to read the meters and it was agreed we should ask AB to do as before and invoice them for usage over the season.

13. Hire Rates

JG pointed out that we have not reviewed our rates of hire since November 2022 and suggested that our costs were rising so we should keep charges in line with inflation.

All agreed we should increase rates by £1.00. SS proposed this should be with immediate effect for new hirings by casual hirers and advance notice given to regular hirers that the new rates would be applied to them from 1st April 2025. All Agreed. RG / JG to revise notices etc.

ACTION

RG / JG

12. Projector

SS asked of progress on the replacement projector. JG advised that Ed Horn was now doubtful about a structure on the wall that would be strong enough to hold this. After discussion it was agreed we should see if Colin and other volunteers could make a suitable structure with legs to take the weight. JG to liaise and see what can be done.

JG

13. Dance

JG asked if we could request the cleaner to see if the floor can be polished more before the dance as it was rather 'sticky' at present. RG to pass on request via DL.

RG / DL

Next Meeting. It was felt a meeting before the AGM would be helpful and RG suggested we set a date for December also before diaries become full. Dates agreed as follows.

Tuesday 12th November at 2:00 pm

Tuesday 10th December at 2:00 pm

Also

Members Meeting on Friday 17th January 2025 at 7:00 to include Pub Night

Meeting closed at 3:45pm