

Thuxton & Garvestone Village Hall

Trustee Board Meeting

Thursday 13th June 2024 at 7:00 pm

Approved Minutes

ACTION

1. Apologies

Present were Stephen Smith (SS), Chair; Andrew Blake, Co. Sec. & Treasurer (AB); Ruth Gooch (RG); Jon Gooch (JG), minutes; Dot Leeder (DL); Kerry Collinson (KC)

2. Minutes of last meeting

Minutes for 22nd April were reviewed. No amendments.

3. Matters arising

3) Direct Debit question. Bottle Bank money had been sent to old bank account. AB has updated Breckland with new account details. Not yet confirmed that money has been received.

AB

4.3) Key safe - code did not work in old safe. Agreed to buy a new box. DL to action.

DL

4.3) Bar staffing is adequate at present.

7) Moviola. Cost concerns were expressed by SS. KC will investigate during the summer.

KC

11.4) Plastic glasses. SS has found a source supplying in dozens, not hundreds and will order shortly.

11.5) Dart Board. JG has agreed with a volunteer (Colin) to fit the board in the hall.

JG

Position was discussed and it was agreed to put it to the right of the hatch as that is not used on pub nights.

11.6) The first Pizza Night was a success, socially and probably financially. Precise costs await the invoices from Tamzin Garrod.

4. Bookings

RG had little to report other than the loss of Yoga for a period as the leader was now on 'maternity leave'.

KC had analysed figures from the Dance on 1st June and estimates a profit of £480.00 plus bar takings of £351.00. Agreed RG will e-mail Lester Dinnie to thank him and the band. It was agreed that an autumn date may be better supported so RG will enquire of possible dates.

RG

5. Finance

5.1 Balance of funds. AB reported Current Account as at 13th June was **£17,417.62**

Balance seems to be stabilising, but opportunities for income growth are needed.

5.2. AB reported that the new ledger shows the 2023/24 year ended with approximately £4,000 more income than expenditure, but this included the transfer of an old savings account (£4,000), so the income and expenditure broke even overall.

KC shared a summary chart of income and expenditure she had prepared for events for the year to date. This showed an overall income of almost £4,000.00. KC was thanked by all and offered to prepare similar reports for each meeting in the future.

KC

5.3 New Software. JG reported on investigations for new software and suggested the best option would be Xero. Some alternatives are cheaper but with poor reputation for ease of use. Also, JG and RG have contacts who use this and can help with setting it up. KC mentioned that there is less cash to handle now as more is going through the SumUp card machine. RG offered to take on the job of managing the ledger using the new software, providing others could deal with the cash handling, banking and event records. It was agreed to go ahead with acquiring Xero software. JG to organise.

RG/JG

SS showed his cash sheet that is now to be used for the bar and will agree with KC for a format to be used for all events so that recording and tracing of monies can be improved. SS also suggested we should have a standard expenses claim form to be used by all who spend money on behalf of the hall. Record sheet is also required for cash payments for events paid at the bar, or note made on SumUp machine.

ACTION

SS / KC

5.4 Fundraising. RG reported that she had been trying to encourage some parents of the school children to organise some form of fundraising for the play area. Some are thinking about it, and we await a response. We need someone to take on the challenge of fundraising and KC thinks she may have someone in mind. Maybe we can try to encourage some youngsters to get involved too.

KC

RG said that if she was more involved with the finances, she would need someone to take on the Quiz Nights. DL offered to consider and will talk to RG to see what is involved.

DL / RG

5.5 Taekwondo. AB has provided all bank statements to RG and DL. DL has tried many routes to contact the hirer, to no avail. Margaret Jennings has also tried but has failed to find an address. DL and RG are to meet to calculate the exact amount owed.

DL / RG

5.6 Bank Card. KC reported that she was in the process of applying for a Corporate Multipay Card. The cost will be £3.00 per month per card. Agreed to have two cards.

KC

6. Electricity supply

AB has the link to apply for an account with Octopus. The rate seems to have gone up a little since we last agreed to proceed, and it was felt we might wait until rates drop in July. However, if the offer of a 2 year fixed at 21.88./kWh is still available we should proceed.

AB

7. Film Nights

SS asked if we could avoid the larger cost of obtaining the DVDs from Moviola, as we used to do in earlier years. KC will investigate the options.

KC

8. Group News.

RG was thanked for the comprehensive entry in June's edition. SS mentioned that we have, previously, made a donation to Group News and suggested we do so. £25.00 was agreed. AB to action.

AB

Deadline for entries in the September edition is 6th August and we will pay for an advert in the magazine to try to attract people from beyond our own village. JG to draft an advert.

JG

9. Constitution and Management

9.1 Members Meeting 20th June. Invitations have been issued to members. SS suggested we invite more and encourage involvement and possibly look at the idea of Friends of GVH. JG wondered if a new constitution (Articles of Association) would help. SS to investigate through CAN. JG to speak with regulars at pub night tomorrow evening.

SS

JG

10. Maintenance Issues

10.1 Ground Source Heat Pump. JG confirmed that this had been serviced earlier today. No major faults found, just three small adjustments made. SS asked if income from the PV and Turbine had been identified in the accounts. AB confirmed a payment has been received for the two, but with no breakdown between the two parts.

10.2 Play Area. DL has checked round and found nothing major other than the spiders web covering. The possibility of help from Rundles has come to nothing. DL will approach another possible source of advice or assistance. DL has also found details of seating that is disabled friendly and will pursue the ordering and grant application to fund it. All agreed.

DL

ACTION

10.3 QE II Field. DL said we could do with a volunteer to fill holes at the base of the rugby posts. The nets need to be removed to allow hedge trimming. Agreed for DL to speak to Michael Garrod with a view to trimming in autumn.

DL

10.4 Front Door and security. SS suggested we consider changing the front door to an outward opening fire door(s) and use the kitchen door for hirers to access. The front door could then be opened from inside and be more secure than the present feeble electronic catch.

Also the numbers allowed at an event were being looked at and KC had some details, but also JG had made enquiries through another charity and was awaiting a response.

JG

10.5 Grass Cutting. DL will speak to contractor to encourage less severe mowing. Also, it was agreed a weeding and tidy session would be good again, and the date of Saturday 14th September was agreed. RG to include in Group News details. JG to add to website.

**DL
RG
JG**

11. AOB

11.1 SS will look into fundraising advice from CAN

SS

11.2 KC would like to look at the possibility of a separate phone number for her phone to avoid her personal number being publicised so widely. Cost to be investigated.

KC

11.3 DL suggested we could run a barbecue fundraising event next summer and offered to coordinate this. All agreed and a date of Sat. 21st June was agreed for a Midsummer BBQ.

DL

11.4 Meet and Eat leftovers. RG had suggested using these for a volunteer's supper, but there was a thought that Deborah had plans to use them for a future meal. RG to investigate.

RG

11.5 DL reported that she had completed a comparison of Fire Safety firms and TP Fire were still the best, so a further three year contract has been agreed. Also, Ace Fire have updated all fire extinguishers and signage.

12. Next Meeting – Monday 5th August at 2:00 pm