

Garvestone & Thuxton Village Hall (New Build) Ltd

Minutes of Director's meeting Friday 7th October 2022

1. **Present.** Stephen Smith (SS); Margaret Jennings (MJ); Jon Gooch (JG)
Ruth Gooch (RG); Dot Leeder (DL).
2. **Apologies.** Andrew Blake (AB)
3. **Minutes of previous meeting.** 26th August – No Amendments or comments were made.
4. **Matters arising.**

Wall Lights. After studying the sample lamp that had been fitted up, all agreed the design was good and we should have all the six new ones fitted, but with light shining both up and down. **JG to arrange** for a quote from Paul and to return the trial one.

Card Machine. Pending due to ongoing problems with Barclays Bank. MJ offered to visit Barclays and put on pressure to get new signatories sorted ASAP. Papers had been signed on March 25th! SS suggested we consider Unity Bank which the Parish Council were changing to. He will report back on their experience.

Bowls Club meters have been read and **AB is to prepare an invoice.**

Front Door. Some reports of not being able to get in with the code. Also, insurance concerns not yet clarified. **JG to try to clarify. SS to forward insurance docs** to JG to read through.

Insurance Policy. Has been renewed and the new goal posts have been added.

Cupboard storage in Cloakroom. Agreed that all boxes from Meeting Room should be brought down and the shelves from there also. Then to assess what storage, shelves, cupboards, are needed. **MJ, JG, RG, ++? To sort a day to sort it.**

Quiz Nights. RG reported that the Bowls Club seemed to be under the impression that we wanted to do quiz nights on a regular basis, with them. Agreed we should wait until after the joint quiz night and see how it goes, but we also have an offer from Michael Garrod to run one in Jan or Feb. **MJ to clarify date.** RG provisionally booked Jan 14th and Feb 11th.

Alcohol license. SS reported he is investigating the costs and procedure for obtaining a full licence for the hall to avoid the risk of exceeding our TEN allowance, which we may do if we offer a bar at all film and quiz nights.

Accounts – Income and Expenditure. SS reported he and MJ are continuing to clarify accounts and will have figures ready for the AGM on 24th October.

5. **Membership.** To be discussed at the AGM. Possible alternative structure to encourage more people to join in the running of the hall and help with events / fundraising.

6. **Cleaner.** MJ reported on the recent experience of a new cleaner for weekends. **DL offered to supply** the necessary Lone Worker Factsheet.
Current cleaner agreement needs to be reviewed and an invoicing and cheque settlement to be set up as the current Standing Order system is not fit for purpose. **MJ to action.**
7. **TPOs.** MJ shared plans from Breckland that shows we have only one tree subject to TPO.
Agreed to ask Roger Norton to deal with that tree within the regulations.
Other trees in carpark can therefore be trimmed and the carparking area increased. **MJ to obtain quotes for work and gravel.**
8. **Turbine.** No news yet on the income from the turbine and PV. **AB is to arrange to become the named person** on the account. No news yet on that.
9. **New Waste Bins.** MJ has got Veolia to agree to deliver new bin.
10. **Sound Meter.** MJ had found instruction book and record sheet for the meter. DL said it was simple to use and she was familiar. Agreed to store instructions with the meter in the Cloakroom storage.
11. **CCTV.** Research still in hand (**JG**).
12. **Notice Boards.** Discussion of styles and position of new board beside road. MJ agreed to include the area in the quote for clearance. Sign beside door also to be replaced with a notice board that can have contents updated. **DL to obtain quotes** and design options.
13. **Risk Assessments.** JG still working on this.
14. **Parking Licenses for Residents.** MJ had found original signed copies for each of the three properties, signed in 2010 to run from 1/1/2011. JG had recovered original wording and will forward to **MJ who will issue new licences** to each neighbour for signing, enclosing copies of their previous signed licences.
15. **Suspect Bookings.** Safeguards now all in place. RG has standard wording and procedures to deal with any requests that looks doubtful.
16. **Play Area.** DL would like soil beside play area to be reduced in height. **Agreed to get quotes** and make arrangements.

Next Meeting to be set after, or at, AGM

Meeting closed approx. 12:50