

Garvestone Village Hall (New Build) Ltd

Meeting of Directors

Report of Meeting held Friday 9 April 2021 10 am at Garvestone Village Hall

Present: Directors: Liz Buckley (EB), Margaret Jennings (MJ), Dot Leeder (DT).
In attendance: Stephen Smith (SS) Acting Company Secretary.

1. Election of Meeting Chairman

SS was appointed to chair the meeting. It was agreed that the current Articles of Association were not suitable, so the members Handbook would be amended to reflect the officer appointments. **ACTION SS.**

2. Apologies for Absence

All present.

3. Election/Appointment of Officers

It was proposed by EB seconded by MJ that Stephen Smith be co-opted as a company director with immediate effect. Agreed. It was also agreed that SS would be Company Secretary. As agreed at the AGM, MJ is now Treasurer.

4. Financial Report

- a. **Balances:** EB reported that year end bank balances were:

TGI £1,867

GVH £28,672

Savings a/c £4,600.

- b. **Business grant:** a further £12,000 was received from Breckland on Thursday.
c. **Progress on annual accounts:** EB reported that good progress was being made.
d. **Hand over:** at this point EB stated that she required the password for the Google account to monitor activity. The other directors declined to grant this request as it was agreed that it was not necessary. This resulted in EB stating that with effect from the end of the meeting that she will resign as a Director.
One outstanding item is the cancellation of the BT subscription. SS will deal with this.

5. Hall reopening

The Hall is scheduled to reopen on 17 May. Current hirers are being contacted by email. Conditions of use are that the kitchen and upstairs room cannot be used; that a record of attendees must be kept and that the hirers are responsible for cleaning before and after use. (Note: at this time EB left the meeting, and did not return).

6. Bookings

- a. **Regular:** every weekday evening is booked, but few Saturdays. A check needs to be made that the Youth Café organisers have a safeguarding policy and DBS checks are current.
b. **School:** the school is using the Hall up to 4 afternoons per week until Easter. It was agreed that after Easter, if the school reserves the Hall but does not use it, they will still be liable to pay the hire fee as it would not be possible to offer the slot to another user. DL stated that the school was entitled to 2 sessions per week

but accepted that if the Hall were required for a Wake then that would take precedence.

- c. **New Year's Eve:** MJ stated that she is organising an event for villagers. There will be an entry charge of £10, participants will be expected to bring their own food and drink. Entertainment will be provided. The immediate Hall neighbours will be offered free tickets. A raffle will take place, the proceeds of which will go to the upkeep of the Church graveyard.
- d. **Youth Café:** it has been suggested that the Hall could be available more often. MJ will check for availability.
- e. **Meet and Eat:** agreed that the continuation should be encouraged. Judith Dobson to be asked to return Hall keys. SS to contact Help the Aged for advice.

The meeting adjourned at 12.15, and reconvened at 10.00 on Monday 12 April 2021

Present: Margaret Jennings (MJ), Dot Leeder (DL) and Stephen Smith (SS).

The attendees carried out an inspection of the Hall, the open space and the play area to inform decisions that needed to be made.

MJ reports that the Youth Café meets twice per month, but other Fridays are available.

Having investigated the situation regarding chairs, with the supply of plastic chairs in the storage shed, agreed that no more needed for now.

- f. **Other Bookings** – Country Markets are £120 in credit. This will be available against fresh bookings.

7. Equipment and premises

- a. **Floor:** not satisfied with lighter finish which is showing show marks. To contact contractors to establish any remedial actions.
- b. **Kitchen:** MJ to get quotes for more professional fittings.
- c. **Storage:** in principle agreed that changing rooms be used for storage and door knocked through. Need to consider restricting entry to storage by children.
- d. **Ladders:** not discussed.
- e. **In door bowls equipment:** not discussed.
- f. **Other**
 - i. **Film equipment:** quote for £1,243.99 for replacing amplifier and supplying laptop to enable livestreaming. More detail required before a decision can be made.
 - ii. **Footpath lights:** should be completed in next 2 weeks, cost between £500 and £600.
 - iii. **Outside toilets:** agreed to get quote for ceiling in toilet cubicles.
 - iv. **Bowls club:** it needs to be established whether the bowls club receives a separate water bill or if their meter comes off the Hall supply. If the latter they will need to be billed.

8. Play area.

There are still repairs and replacements outstanding. When suitable new equipment has been identified, SS will submit an application to Breckland Council for Section 106 funds.

9. Open space

When prices are available for 5-a-side football and rugby goals SS will apply for funding.

10. Website

Jonathon Gooch is proceeding with development.

11. Video Camera

MJ stated that she had a suitable monitor to attach to the system. It can then be checked.

12. Dates for forthcoming meetings.

To be decided.

Stephen E Smith

Garvestone

20 April 2021