

Thuxton & Garvestone Village Hall

Trustee Board Meeting

Wednesday 17th January 2024 at 7:00 pm

Approved Minutes

1. Apologies

Kerry Collinson not present, due to illness.

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

2. Minutes of last meeting

Minutes for 16th November were agreed. To be published on website.

3. Matters arising

3a) Porch and entrance door. JG had suggested a door bell to be fitted and SS had arranged for purchase and fitting. This has been working very well for all users.

3c) TGI accounts have been submitted by DL. New Build accounts have also been filed with Companies House and Charity Comm. by Co Sec.

4) Michael Griffiths has not replied as yet regarding membership. RG offered to remind him and check he received e-mail from SS.

6) Dance date agreed as 1st June. Tickets £12.50 for adults and £7.50 for children. DL to send details to EDP to promote.

7) Taekwondo invoice still outstanding and no response to phone or e-mails. **AGREED** to send demand by post to last known address.

9.1) Cooker Hood has been replaced by JG and Gary Potter. Also, additional tiles fitted.

4. Bookings

RG asked for opinions on Good Management Deposits for the various classes of hirer. After some discussion it was agreed to amend our policy to charge £25 for Beneficiaries, and £50 for Non-beneficiaries. Both regardless of the age of the attendees. Charts and website to be amended when time allows.

5. Past and Future Events

a) New Year's Eve social went very well. Small number attended, but all enjoyed the event. Sharing buffet and games went well. Next year a better programme and publicity should improve the attendance. AB offered to enquire of some friends with the aim of having a small Jaz ensemble.

b) Carole Garrod's Quiz Night was a very successful event with approx. 85 people in attendance and over £600 raised, plus good bar takings.

c) Pub Nights are now every Friday and a rota of volunteers to man that is being worked on by SS and Michael Garrod. Beers prices need to be reviewed and it was **AGREED** that SS should recommend an increase of at least 50p for beers. Numbers are steady and include a number of new faces which is encouraging.

6. Finance

AB reported that the bank balance was currently £14,538 and this has been stable for a number of months. No detailed income and expenditure records are available yet, but a date is now set for AB, RG and JG to work through the figures for the year to date.

Quote obtained by JG for a bookkeeping service had been circulated but it was felt we should try to deal with this in-house first. SS may have a person in mind to approach for future finance assistance.

ACTION

JG

RG

DL

AB

RG

JG

AB

SS

AB/RG/

JG

ACTION

DL asked that in future requests for authorisation of payments should include a copy of the invoice that was being settled as otherwise those asked to authorise had no way of knowing details of what service was being paid for. AB agreed to include a scan for each payment

AB

7. E-on Account

Quotes had been obtained from two sources for future electricity contracts. One was considerably cheaper than the other. General discussion followed on utilities and the cost of servicing our turbine and other machinery. It was agreed to consider these in more detail once the accounts had been worked through so that an accurate picture of income and expenditure could be analysed.

It was also noted that no invoice has yet been drawn up for submission to the Bowls Club for their water and electricity use. AB agreed to make arrangements to meet with Michael Griffin to read the meters in the near future.

AB

8. Maintenance issues

a) **Ground Source Heating.** JG had forwarded a quote for service by the firm who repaired the leak last year. DL felt that was far too expensive and had started to research alternative quotes. DL to obtain quotes and list of what is done for that cost.

DL

b) **Toilet repairs.** DL reported on the work so far on finding the cause of the blockages in the ladies' toilet and also finding better seats. DL said that the new plumber who had attended seemed very capable and she would work with him to solve the issues. It **AGREED** that DL has authority to take action based on her findings and get the repairs completed as soon as practical. This to include emptying and servicing the treatment plant.

DL

c) **Fire Extinguishers.** DL has met with ACE Fire and they recommend an additional extinguisher to be sited at the base of the stairs now that the meeting room is in regular use. DL is also planning to review the contracts when they come up for renewal and will report back.

DL

d) **Playground Equipment.** JG reported that most issues had been dealt with by Gary Potter, but he was now employed and unable to carry out further work for us. JG will look further at the practicalities of replacing the spider's web and DL will check with Breckland regarding Grant Monies and any deadlines.

**JG
DL**

9. AOB

a) **JG & RG** are away from 22nd Jan to 5th Feb. DL agreed to keep a watch on e-mails and RG will arrange an answerphone message to re-direct people to DL's phone.

RG/DL

b) **Oven Cleaning** RG has booked an oven cleaner for 14th Feb at a cost of £105.00

c) **Prosecco** not used at New Year event or Meet and Eat is now for sale at the bar.

d) **February Key Codes** will not be updated until approx.. 16:00hrs on 2nd Feb.

e) **Rats.** SS reported there were many rodents about the school premises and elsewhere. All agreed to keep a watch for any signs of infestation.

**JG
ALL**

10. Next Meeting –

Members – Monday 5th February 7:00 pm

Board - Wednesday 28th February at 7:00pm