

Thuxton & Garvestone Village Hall

Trustee Board Meeting

Monday 12th June 2023 at 7:00 pm

Minutes approved 10th July

1. Apologies

No apologies, all present.

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

2. Minutes of last meeting

Minutes for both 24th April (Trustee Board) and 16th May (General Purposes) were approved.

3. Matters arising

- a) Toilet seats and brushes need to be cleaned with specific paste or replaced. **Agreed DL** to arrange purchase and procedure with cleaner.
- b) Breckland Grant for Coronation. May have gone to Barclays, **AB to check and chase.**
- c) Full alcohol licence will be in effect by the end of June. Possible sale of wines at Meet & Eat discussed, maybe using a self service system. Revised Conditions of Hire had to be submitted. **SS to send copy** of revised terms to JG for notice boards and website.
- d) Sanitary bins. Should be emptied by contractors. **DL to clarify** with Cleaner and sort access dates and key codes with contractors.
- e) Purchase of supplies needs to be reviewed as MJ no longer involved. **Agreed DL and SS** to arrange purchases of cleaning materials.
Need to separate purchasing from serving at events. Garrods to serve at Film nights, MJ at Quiz nights. Possible use of a card for payment to be covered later in agenda (Item 6).
- f) Fire Extinguisher service. **DL is obtaining quotes** for comparison
- g) Veolia bin lifts need clarifying. **Agreed DL** to find account details from MJ and pass dates to RG
- h) Turbine service. Completed on 8th June, JG observed and liaised. Two parts needed replacing. Invoice has been received. It may be possible to leave it for three years before next service. Risk of overheating discussed and agreed we could do with a site meeting to ensure location of tools and procedures are known by a few people.
- i) Meter readings were discussed and **Agreed AB should** look into the possibility of a smart meter being fitted as well as ensuring we can log on to accounts for electricity supply, and both turbine and PV generation. Generation history needs to be clarified to assess value and investigate better tariffs.

j) Window Cleaner. Who pays him? SS confirmed he is happy to continue doing that.

k) Weeds are getting very bad around the site. **SS will speak to MG** about spraying and include the area under the trees near the school.

The idea of a working party to do more clearance, was proposed for Saturday 30th September from 10am until 4pm with refreshments provided. **RG will include details** in submission to Group News for September edition.

l) Gutters require cleaning. Agreed to ask window cleaner to do this. **RG will call him** to arrange.

4. New Member application

Kerry Collinson was formally approved as a member and also agreed to become a director. Proposed by SS; seconded by JG. **All agreed** to KC being co-opted onto the board with immediate effect. **SS agreed** to inform Companies House and Charity Commission.

5. Bookings report

RG advised that there was a possibility of another Yoga leader setting up a new class. Also, the remedial massage practitioner (JD) should re-start sessions soon, in the meeting room.

More advertising of our facilities was still needed. **DL offered** to set up a page on Next Door Digest and Google Business. All agreed. **DL also offered** to follow up the offer from Parish Council to include mention of the hall in their website. Breckland also to be asked how they can help promote our hall and it's events. Possibility of sponsorship from companies also considered worth pursuing.

6. Finance

AB reported that the Coronation events had cost us £560 and we had an income of £599. If we receive the Breckland grant of £500, that will be our profit.

A Payment Card for use when purchasing goods was considered a good idea by DL. As MJ is no longer a director it was felt that someone from the board should be a card holder to accompany MJ when purchasing. **SS suggested** that once he had updated Company records, he will inform Unity Bank and get KC as a signatory, then we can apply for a card for her. **SS proposed** we should add KC as a signatory to our bank accounts. Seconded by JG. All agreed. **SS will forward** details to JG for updating the website and SumUp account, once records have been updated elsewhere.

AB confirmed he will be working on the accounts for the year end to 31st March over the next few months.

7. E-mail structure

JG confirmed that the new addresses have been setup, but only earlier today. There is still some work to do to set up a standard format for all to use. This will include signatures / footers with necessary information and declarations. JG also offered to help with setting up the new accounts if anyone required and suggested we all move relevant history from our own personal e-mail accounts to the new company e-mail accounts so that they are secure and all within the company's privacy policy procedure. More details will be circulated, but probably not for a few weeks due to an impending holiday and other events.

8. Play Area

DL spoke of the work required in the last report and has plans to carry out the necessary work in the near future. In order to provide replacement seating in the near future, DL suggested we purchase two benches that she has found for only £100 in total. **All agreed** to the purchase. Volunteers from the school are hoping to arrange some fundraising for further improvements.

A new report had just arrived from ROSPA via the Parish Council Clerk. **DL will study** and report back at the next meeting.

9. AOB

a) Letter from Fire Officer regarding the new licence was discussed and agreed that as we were not carrying out any changes to the premises, no action was required.

b) Community Action Norfolk (CAN) had forwarded details of their service. **JG Agreed** to forward details to KC and SS in order to review advice available.

c) DL agreed to work with MJ on the carparking situation. Legal advice procedure **to be clarified by JG** who will advise DL.

d) SS advised that as a public venue, we were now required to have a Policy on Terrorism. It was suggested we look at the CAN templates for something suitable.

e) SS advised that now the local elections were complete he was intending to speak with the District Councillor (PP) regarding a Community Shop.

10. Next Meeting – Monday 10th July at 7pm

Members meeting will follow at 7:30pm – AB to send notice to members.

Meeting closed at 9:10pm