

Garvestone & Thuxton Village Hall (New Build) Ltd

Minutes of Director's meeting Friday 20th May 2022

1. Present. Stephen Smith (SS); Margaret Jennings (MJ); Dot Leeder (DL); Jon Gooch (JG); Ruth Gooch (RG).
2. Apologies. Andrew Blake sent apologies.
3. Minutes of previous meeting, 11th April - Amendments–
 - Present - Change Anne Gooch to Jon Gooch
 - Point 4, Rotting post NOTED but not urgent. Next ROSPA visit due in June
 - Point 7, Delete residents name and address.Agreed, subject to above amendments.
4. Matters Arising
 - (3) Plumbing complete.
Floor buffed by Stulee and looking far better, but still has marks. Top coat of varnish appears not to have been applied. Agreed not to arrange re-sanding and varnish at present but monitor progress with new buffer, which has arrived, and assess Rachel's success.
 - (8) Bowls Club reported to Steven that they were very happy with arrangements and with the support they have from the hall.
 - (4) 106 money – SS to apply for grant for benches
 - (*) Surelock Security to be asked to open store cupboard to access any contents (SS)
 - (4) Posts and nets to be erected next week, some modification required, MJ to sort with Dave. DL asked that a requirement be added to the booking system, for hirers to check equipment before and after hiring. A form needs to be supplied for completion.
Litter baskets to be reinstated at entrance / exit of Field. MJ to ask Rachel to empty once a week.
 - (6) Jubilee Fayre. Four tables have been booked, donations for raffle have begun, including a magnificent quilt from Margaret Smith, for a Star Prize. Banner is being ordered, to be designed for future event use also.
Floats, signs, games, to be arranged by RG, JG, MJ & DL later.
Marquee (party tent) and Gazebo to be erected in advance as we have not used them before.
 - (*) Notice Boards still outstanding. DL to arrange for quotations.
 - (*) Meet and Eat, first one went well, 22 people attending.
5. Finance

Bank Account balance was £30,673.13 on 4th May

MJ is ready to meet with AB when he is ready, for change of Treasurer. Year end is in hand and needs to be completed to allow for 2022/23 budget to be set.

One question had been raised regarding submission of accounts. AB to be asked to check what was submitted to Charity Commission and Companies' House.

6. Membership. No changes to report.

7. Reports and Running Items

Standard Conditions of Hire – revised wording agreed, including Good Management Deposit. Quick Guidelines to be updated and to include a requirement to check all rooms, including upstairs before leaving as people could now get up there during an event.

Revised Charges, prices, and bandings. All agreed. New rates to be charged for new once off bookings once new rates are published. Regular Hirers to be advised and suggest new rates for them to be applicable from 1st October. RG to circulate details of any regular hirers who have special rates, to decide on any continuing discounts.

Meeting Room not to be hired at present. MJ to obtain quotes from an alternative Fire Alarm and Testing Company who will include a Fire Assessment.

Field sign. Wording agreed. We have our own 'A' boards already, so quotes to be obtained, to include a sign to be fixed to one of those.

Lights in new small store to have their sensor relocated. Those in main store to have switch replaced with timer delay push button.

Environmental Health checks. MJ has arranged inspections, Meet and Eat have 5 Stars. Hall's own check needs a towel dispenser and paint. MJ and Rob F have arranged.

Chairs to be cleaned on Wednesday 25th at 1pm. DL, JG, RG to check through them all before hand to identify those in need of repair.

Agreed to DL purchasing 20 command hooks for attaching bunting to the walls. More permanent hooks to be investigated.

8. Date of Next Meeting – Friday 1st July at 10:30
Meeting closed at 13:10 hrs.