

Garvestone & Thuxton Village Hall (New Build) Ltd

Minutes of Director's meeting Monday 8th December 2022. 7:30pm

Present. Stephen Smith (SS); Margaret Jennings (MJ); Jon Gooch (JG); Dot Leeder (DL).

1. **Apologies.** Andrew Blake (AB); Ruth Gooch (RG)
2. **Minutes of previous meeting.** 6th November – approved.
3. **Matters arising.**

Bowls Club. Invoice outstanding? No news from Andrew, assume not paid?

ACTION - AB to check and chase if need be

TPO MJ has received a quote and negotiated a reduction. Approved.

ACTION – MJ

Turbine Name on account still needs to be changed. Another letter arrived, addressed to LB.

ACTION - AB

CCTV Rules still need to be researched

ACTION – JG

Notice Board Enquiries for design and costs required. Three quotes to be obtained.

ACTION - DL

Record Keeping SS to meet with AB to discuss.

ACTION - SS / AB

Insurance Form Part completed at meeting. Some details to complete in daylight.

ACTION – JG

Yoga Classes RG has had two enquiries, one thanks to Group News entry. RG to meet with first potential hirer next week.

ACTION – RG

Tug of War Rope 106 money still to be researched

ACTION – SS

Gift of Portable Public Address kit. DL has sent card to David Simonds.

Command Hooks JG & RG have purchased and fixed these up in main hall.

Storage Door hooks JG has purchased and fitted.

Dead Tree JG mentioned conversation with M Garrod. MJ will discuss with him. No action on replacement to be taken until things are clarified.

4. **Finance and Banking**

New Build account balance is £15,141. TGI has £2,547.

Banking – TGI Account being closed and funds transferred to GVH New Build Ltd.

Barclays had requested a ridiculous number of things, so agreed to go straight to opening account with Unity Bank. All present filled in details on-line and SS will print off papers for each Director to sign.

ACTION – SS and ALL

5. **Car Parking – Licences for neighbours**

MJ had drafted possible letters to neighbours. After some discussion it was agreed the MJ would contact Roger Margand at Spire Solicitors to check on best way to proceed, and advice about van routinely parked without permission.

ACTION – MJ.

6. **Car Parking – Improvements**

Alternative Quotes were £3555 to 3808 +VAT and all agreed this was too much to spend at present.

7. **Possible Extension**

Funding enquiries are on-going. SS to chase George Freeman, MP.

ACTION - SS

8. **Cleaner**

MJ reported on very good work from new cleaner so far. Card and flowers were given to previous cleaner, together with final pay. Standing Order has been cancelled.

9. **Wall lights**

Should be fitted on Thursday 15th, next week.

10. **Quiz Nights**

RG was thanked for work to date on promoting these and Film nights. Leaflets for these and New Year's Eve Party were being distributed and are on website. RG reported that Michael from the bowls club had mentioned that they may not be able to do a raffle at every quiz. MJ said if they don't, we will.

SS reported on Licence enquiries and that he required existing licence papers to complete the application. These were found in the reference folder. Cost of only £200 per annum would be cheaper than numerous TEN applications, so agreed to go ahead.

ACTION – SS

11. **Members Meeting**

Agreed date – Monday 6th February 7:30 and to ask RG to book suitable dates in April/May, July/August and October.

ACTION - RG

12. **Policy Statements**

Many of these have a statement to review 'at the AGM', or annually and need to be reviewed. Agreed no issues were in mind, so JG agreed to read through and amend the review requirement to every **three years**, or earlier if required. DL pointed out that the copies in the Hirer's manual in the kitchen needed updating too. JG will add these to the checklist and update. All to be signed off at next meeting.

13. **Insurance Questionnaire** Dealt with earlier.

14. **A.O.B.**

(a) Environmental Health had made a visit at very short notice. MJ reported that a number points noted would be confirmed to us in writing. However, the inspector also noticed that we were planning to offer food at the Film Nights. He asked for details. He reminded MJ that this activity needed to be supervised by someone with a Hygiene Certificate and that all food has to be prepared on the premises with no cooking or prep carried out off site. Full records need to be kept of origin, storage temperatures, etc.

MJ confirmed one of the Film Night team do have a certificate but that we do need to ensure the rules are followed as an unannounced inspection at an event is a distinct possibility.

ACTION – SS TO SPEAK WITH AB & KB

(b) MJ noted that when looking through the record cupboard, there are no copies of minutes for the years 2020/21, or 2021/22. DL offered to supply copies as she has a full set.

ACTION – DL

(c) DL needs to meet at the hall with TP Fire. Possible dates were discussed, and DL will advise RG of date that is agreed, for booking the hall out.

ACTION - DL

(d) JG noted that in the draft minutes for the AGMs, that AB had forwarded, the New Build minutes have no mention of the accounts having been agreed and signed. This needs to be added and ideally a copy of RG's report on bookings to be part of the document.

ACTION - AB - RG to forward copy of her Booking Report to AB.

(e) JG reported on a problem with taps left running in the ladies toilets last weekend. It appears that the school were the last users before this was discovered by a hirer. MJ has spoken to the school as RG was unwell. School have agreed to remind their staff to check toilets before leaving. The school offered to pay for the water lost. An approximate cost was thought to be £25.00 which could be invoiced to the school.

MJ also said that she believed we had never received payment for water used when the new classrooms were built. This had been promised many months ago.

15. **Date of Next Meeting.**

Friday 20th January 2023 at 10:30am

Meeting closed approx. 9 25pm.