

Thuxton & Garvestone Village Hall

Directors' Meeting

Monday 24th April 2023 at 7:00 pm

Approved Minutes

1. Apologies

No apologies, all present.

Stephen Smith, Chair (SS); Andrew Blake, Co. Sec. (AB); Margaret Jennings (MJ); Dot Leeder (DL); Ruth Gooch (RG); Jon Gooch (JG).

SS welcomed Kerry Collinson (KC) as a potential member and director, who was observing for the evening.

JG offered to take minutes to allow AB to concentrate on finance matters.

2. Minutes of last meeting

Minutes of Meeting of 10th March were reviewed, and amendments suggested by MJ were **all agreed**.

3. a - Another white board - it was agreed I contact Andrew Green who had supplied the previous white boards - not AB

7. a This wasn't Margaret it was Jon Gooch

15. I have nothing on my notes to ask Gerald re chain link.

16.c It was agreed we couldn't afford to employ Gill Gooch as Caretaker.

3. Matter Arising not on Agenda

Display boards of 1953 Coronation were ready for collection on Monday of next week (JG & RG). All **Agreed** these should be erected on the wall beside the hatch in the main hall. **JG & RG to arrange**.

4. Booking Report

RG presented a summary of the previous 12 months and a list of activities (hirings) that were no longer going to continue. Concern expressed at lowering income and increasing costs. AB confirmed he was preparing draft accounts and will present a breakdown of costs, showing committed costs and optional expenditure for the last year.

Possible means of increasing income were discussed but no exact plans were made. DL emphasised the need to advertise for more volunteers and activities and offered to try using Facebook Neighbourhood. Copy report attached as Appendix 1.

5. a) New Bank Account

AB said that he was full of praise for the new account at Unity Bank. Ease of use and apparent care for security were notable.

6. Implications of Items 4 & 5 for the future of the hall

Various ideas have been explored but the need for more people to be involved was considered to be vital. Public apathy is not helping to increase activities at the hall.

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At 7:30pm Members arrived, and the Chair opened the Members' Meeting.
Minutes of this meeting are treated as part of the Directors' Meeting.
Three members attended; M Garrod; J Garrod; T Garrod.

MM1. Possible community Shop

SS reported that he had spoken with District Councillor Paul Plummer and found that Breckland have a scheme to encourage new shops. This is better than the other schemes that have concentrated on helping existing shops. More details will be available after the local elections in May.

MM2. Card Reader

Would a card reader increase sales? Opinion was it may, and it would make events more attractive if people could pay for entry as well as at the bar. Members asked if an on-line booking system could be added to the website? **JG agreed to investigate.**

Details had been circulated of two systems for card payments and it was agreed that the 'Sumup' option would be best as it avoided on-going costs that were quite high for our size of business. **AGREED** to purchase a card reader and to try to get that set up in time for the Coronation Event on Sunday 7th. **JG will purchase and instal.**

MM3. Children's Play Area

MJ reported on the need to demolish the old shelter as it was very rotten and presented a severe risk to users. All discussed the options of a new shelter (cost over £10,000), new benches, and a possible screen and canopy. It was agreed that formal quotes **(3 of) should be obtained (DL)** for reused plastic benches, ideally with tables and possibly disabled access design.

Also, to get quotes for a replacement Spiders Web **climbing frame (MJ)**. Section 106 money to be used if possible. **SS to submit claim** once quoted have been obtained.

MM4. Coronation Weekend

MJ reported that 53 tickets have been sold to date. MJ also laid out the timetable for the week of preparations she had planned. A TEN Licence has been applied for. Catering plans are in hand. Kris Blake had offered to bake buns for children's party, but this needs to be clarified.

Timings for set up were all agreed. Friday 10am; Sunday 9am.

DL has bunting and plans are in hand to erecting that inside and outside the hall.

SS will chase Breckland for the Grant Money they had promised.

MJ to order beer in 3 x plastic pins of 36 pints.

MM5. A.O.B

SS reported that he had completed the first stage of applying for a permanent licence.

Quiz Night needs a TEN. **RG to apply** as others have used their allocation of 5 applications.

Members' Meeting closed at 8:30pm

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Directors' Meeting – Continued

Items 7, 8 and 11 were included in the Members' Meeting

9. E-mail set up

JG reported that the arrangements were in hand, and he would shortly be creating each e-mail address and guiding directors through the set up.

10. Car Parking: Residents' Licenses

Legal advice could be obtained through Community Action Norfolk (CAN). JG had enquired about the situation with an ongoing discussion and the reply from CAN seemed encouraging. It was **AGREED** to complete the application for membership at the Gold Level at a cost of £150.00. **JG to complete forms**. Turnover to declare agreed at £20,000.

12. A.O.B

a). White Boards for front of carpark. Agreed we should buy two and, as we need to promote events this is a helpful expenditure. **MJ to finalise supply** and clarify best method of cleaning. **DL also offered** to forward details of special cleaner to help clean Film Night boards.

b). Toilet Seats. Quote obtained (MJ) was for £380 to replace all seats. Considered rather a lot and need was queried. Agreed that staining did look bad and could put people off hiring if they looked unhygienic. DL suggested a possible option of painting the current seats. Hold off on replacements until painting option is **checked out (DL)**.

c). AB queried if there was space to store papers. Options were suggested in Cloakroom.

d). Drainage in Carpark. MJ had quotes of £1080 + VAT (£1296.00). It was **AGREED** that the work had to be done as the lying water/ice had been a risk in frosty weather and a great inconvenience at other times. **MJ to action**

e). Turbine. Last serviced 2 years ago. Needs servicing around July, MJ asked **JG to look at possible contractors** and arrange. All **AGREED** it has to be done. Position of goal posts to be checked to see if any difficulties may arise.

f). Netting behind goal posts is not adequate and is now a hazard. Quote for replacement was £900. Queried if they are necessary. DL offered to look at possible remedial work as JG felt the original work had not been of an adequate standard. **AGREED** for now they should be removed. **JG / RG** will try to clear them next Monday.

g). KC was asked if she was happy to join as a Member and she agreed to do so. DL will look up the relevant form to complete. JG to forward a copy of the Members' Handbook by e-mail to KC. Also, to forward KC E-mail address to other directors.

NEXT MEETING Monday 12th June 7pm in the Meeting Room.

Meeting closed approx. 9:10pm



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Appendix 1.

BOOKINGS REPORT for MEMBERS MEETING 24th APRIL 2023

Looking at the 'Bookings' figures for the year 1st April 2022 to 31st March 2023 –

I invoiced Clubs and Individuals a total of £11,840 – that is the invoice totals, *not necessarily the takings*. This excludes deposit invoices.

Since January 2023 –

Salsa has finished - Dog Training has reduced their booking by half - NHSR have disbanded - the Parish Council now uses the Meeting Room instead of the Main Hall reducing their bill by half, and also reducing to nine meetings a year in Garvestone – Yoga with Sarah has finished – Yoga with Luna is shortly reducing by half, her Monday evening sessions will cease in May and I feel that her Tuesday sessions may finish as well.

On the positive side –

There is income from other users of the hall which are not invoiced for, so are therefore not included in the figure above – Film Nights, The Garrod Family's Quiz Night plus two funeral wakes for which the hall received donations.

The regular Quiz Nights (Feb/Mar/Apr) have brought in £287 – the Bar took £236 (that is 'takings' *not profit*)

I do not know how much profit the Film Nights make, or their bar takings, so cannot add them to a predicted figure for this coming twelve months.

Taking into account those that I know of, plus an estimated figure for individual bookings and future Quiz Nights, I predict that we may take £10,700, or thereabouts, from 1st April 2023 to 31st March 2024.

I am afraid that the figures above give me great cause for concern, and I am at a loss as to how to increase bookings, or takings at events we run such as Quiz Nights.

Ruth Gooch
Booking Secretary