

Garvestone & Thuxton Village Hall

Trustee Directors' Board Meeting

Monday 29th September 2025 at 2 pm

DRAFT Minutes

Present: Stephen Smith, Chair (SS); Ruth Gooch (RG); Jon Gooch (JG); Andrew Blake (AB); Lesley Griffin (LG); Dot Leeder (DL).

Also, Jim Smerdon (JS), Chair of Parish Council and Samantha Bromley (SB), Council Clerk for item 8.2 (7.2) – Play Area.

1. Apologies. Kerry Collinson (KC).

2. Minutes of Meeting 28th July.

Previously circulated. **Agreed.**

3. Matters Arising

SS reported on work done in bar area including new chilled display cabinet.

Police access to toilets. **Agreed that RG should extend invitation to Speedwatch Team.**

Jim Smerdon to renew information to community police team.

4. Bookings

RG had no issues to bring forward.

4.1 Christmas Fayre. LG reported she has had four definite bookings for tables and offers to run games. She will organise a Tombola, but no Raffle. Also, a Brik-a-Brak stall will be there. LG to organise Christmas themed nibbles and mulled wine. Details will be in October and November Group News. Entry to be free. Notices to be prepared to encourage people to attend. Details are on the website already.

4.2 New Year's Eve. **SS offered to prepare posters.** Confirmed timing is 8pm to 12:30.

At this point it was agreed to move to Agenda Item 8.2 (7.20) – see appendix.

5. Finance

5.1 Hire Rates

JG pointed out that it is 12 months since we reviewed the rates of hire and asked if we felt we should consider reviewing these again now. RG expressed concern on the possible detrimental effect on regular hirers, some of whom struggle to attract enough people to remain viable. However, RG also suggested that she has been considering the idea of a minimum hire period for all private parties. We have started this for those with bouncy castles as the extra work and time needed makes that essential.

All AGREED that this should be introduced immediately.

Other rates to remain unaltered at present.

5.2 Bar Prices

SS supplied a chart of bar takings for the last three months. Attendance has been low at times, but it is hoped it will increase after the holiday period. The chart highlighted the far greater income for weeks when food was available. Options for providing food were discussed and also the need to ensure individual transactions were recorded correctly to ensure the treasurer's report from SumUp showed accurate income and expenditure details.

It was agreed that the opinion of members on rates and food ideas should be discussed at the forthcoming AGM. **Item to be added to AGM Agenda.**

5.3. Insurance Renewal

JG and SS had circulated details and options, and reviewed suggestions by the brokers. As a result, we have increased income protection cover. Other points to note were that the Loss of Licence cover was not for the alcohol licence alone but for the overall licence and the risk of loss was felt to be very low, so the option was not added.

Noted and advised to DL that the **5 year electricity tests are due by 25th February 2026.**

Amateur sport cover would only be needed if we organised the events ourselves. RG confirmed that those who hire the hall or field for sport all had their own insurance cover.

RG mentioned that the Bowls Club had asked what cover we might have for them as their policy was becoming very expensive. We have cover for the land only, all else, contents and liability, etc. were the responsibility of the Bowls Club. LG said that she had previously recommended a suitable policy to the Bowls club, and would remind them of the details.

5.4 On-line Banking / 5.5 Payment Card

SS and JG had discussed the numerous problems with our current bankers and SS asked if we would all agree to using an on-line only bank. **All agreed** that this may be the best route, providing we can bank cash, ideally at a Post Office. **SS will investigate further.**

5.6 National Lottery – Closure of Charge

AB confirmed details had been submitted to solicitors. No response has been received as yet, so he **will chase for news.**

6. Administration

6.1 Recruiting New Directors

SS asked AB to speak with KC to see if she wishes to continue after the AGM. We do need some members to come onto the Board as Directors. SS asked for ideas.

6.2 Legal Identity for Directors

JG mentioned recent e-mail advice from Companies' House that all Directors will have to confirm their identity after October this year. SS has checked and we will be asked to do this if need be. Many will have already done this when registering as Directors.

6.3 GDPR and Hacking Risks

JG noted and thanked SS for the recent Newsletter by e-mail. JG also highlighted the need for us to ensure we have an up to date and complete GDPR Policy. Peter Skeggs-Gooch has offered to draft a policy for us, and all **AGREED to accept this offer. JG to arrange.**

6.4 AGM

SS will send out a summary Financial Report with Agenda and invitation to members. Full accounts will be available for anyone who requests a copy. **AB to prepare Agenda and send to SS by 7th October to meet period of notice rules.**

7. Maintenance

7.1 Fire Risk Assessment and quotes

DL had detailed work so far on the lights that need repair or replacement and will look further with Anthony Drew into options. Quote also received from TP Fire.

All agreed that we should consider replacing ceiling lights with LED bulbs to save money and fix fire protection issues. **DL to obtain quotes.** Possibility of using current or replacement wall lights for safety lights was discussed but it was felt that the current ones should not be altered.

This work will need scaffolding, so possibly involve closing the hall. This could also be a time to carry out other high-level work such as protecting the projector. Also, RG had suggested that we install four vented panels to replace ceiling tiles in each corner, in the hope that this will reduce pressure on the tiles and prevent some from lifting out of place in windy weather. **Electrical quotes should be the first step.**

The closing of the void between the Plant Room and the void above the hall has been investigated and found to be impossible without total replacement of all plumbing and heating pipes. Assessing the risk, it was agreed that the current alarm protection and likely time required to evacuate the hall would be adequate. However, the covering of the plywood around the Turbine Heat Sink should be carried out as soon as possible. SS suggested asking Colin to assist. **JG to enquire and arrange if possible.**

7.2 Play Area - see Appendix

7.3 Field Hedges and old netting posts.

All AGREED that the old scaffold poles that prevent hedge cutting on the west side of the field should be removed. **JG offered to remove these very soon to allow access.**

7.4 Working Party

RG agreed to provide tea and coffee. Main aim will be to clear weeds from entrance path.

7.5 Heating Quotes

JG summarised the calculations that suggest the quoted work to replace a timer would be far greater than simply leaving the circulation pump to run continually. AGREED to leave things as they are. The query with the 'Mikofill' unit display needed to be followed up if we think it may be important. RG suggested we should enquire as we do not wish to risk the hall being without heat again this winter. **JG to make enquiries.**

8. A.O.B.

RG would like to ask at the AGM for a volunteer to deal with the Group News entry.

JG and RG had obtained quotes for having the prints of the hall (immediately after completion of the building) to be framed. **AGREED** to consider further before decision.

Veolia bins have still not been removed. **JG to chase for their removal.**

Next Meeting. To be agreed at, or following, the AGM

Meeting closed at 4:05 pm

Appendix

Garvestone & Thuxton Village Hall Trustee Directors' Board Meeting

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7.2 Play Area.

As Parish Council Chair and Clerk were present this item was discussed next.

This part of the meeting is planned to allow a greater liaison between the Parish Council and the Village Hall Trustees. In particular the Parish Council have offered to help with management and funding of the upkeep of the play area. The Rospa Report has been shared and ideas of new equipment have been discussed.

SB confirmed that the hedging contractor has been asked for a date to cut the field hedges and to advise JG so that poles and nets can be lowered for access.

DL suggested that she will survey parents for ideas of what would be most wanted play items. These could be purchased through the Parish Council to enable VAT reclaim.

JS suggested that rather than small piece-meal repairs and replacements, the best way forward would be to have a strategic plan for a complete rebuild and funding by grants and possibly sponsorship. SB has experience of putting together such a plan and can suggest companies that we can approach for quotations and ideas.

DL said that although she had co-ordinated the previous bids and design, she felt unable to offer to do that much this time and we need someone else to oversee the process.

The possibility of closing the play area over the winter was discussed as there were safety concerns raised in the Rospa report that may not be easy to fix quickly.

Feedback from parents of users would be required to help design the new layout and support grant applications. The 'Contact Us' form on the hall's website could be used for this as well as personal contact with school parents. Warning signs could be put up on equipment that is in need of repair, but **JS warned of the need to check our insurer's opinion on this. [No action agreed I believe - Ed]**

JS also reported that the contactor, Gary Lake, has agreed to trim around the car-park area and spray the weeds around the perimeter. Cars belonging to the neighbouring residents will need to be moved for that day. **SB to liaise with dates.**