

**Minutes of a Meeting of the Garveston(e) Village Hall Committee held in the Hall on  
Friday 26.8.2022 at 10.30 am**

**Present:** Stephen Smith (Chair), Margaret Jennings, Jon and Ruth Gooch, Andrew Blake  
(until item 6.5)

**1 Apologies**

*Dot Leeder*

**2 Minutes of the previous meeting held on 1<sup>st</sup> July 2022, previously circulated  
agreed**

**3 Matters Arising not elsewhere on the Agenda**

*Metal cabinet – keys found*

*Ask local archives or shred*

*Chairs have been cleaned or binned*

*Old goalposts have been removed*

*Wall lights no progress*

*Card machine no progress as yet*

*Accounting software Ab and SS to meet*

*Dog waste: Margaret volunteers to do it once a week*

*Door locks carry forward*

*Cupboards carry forward*

*Members handbook carry forward – to go with AGM papers*

**4 Financial Report**

*Bank Balance is 21109.34 @ 26.07.22*

**4.1 TGI Accounts, previously circulated**

*For agm*

*Revive 100 club? Probably not*

*More quiz nights? With bowls club in the offing, do they want a bar?*

*Alternate to film night, October to December – direct5ors to write one quiz each (10  
questions in each of 10 categories)*

*Enquire after permanent ents licence*

**4.1.1 Margaret has circulated a draft of income and expenditure 21-22**

**4.2 Mark Garrod (Judith Dobson's family) donation**

*We are very grateful. Publicising this might encourage other donations: to be put into  
Group News*

**5 Membership**

*'Friends of village hall' at 5 p.a.*

*Needs to be in group news*

**6 Reports and Running items**

To include:

6.1 Cleaner – *Tilly has started. Lone worker protocol.*

6.2 Hall Lights - *will the replacements be dimmable??*

6.3 Fire Risk Assessment – *still in progress; back door emergency exit sign needed*

6.4 Proposed extension – *Discussed, after presentation by Stephen. It was agreed that we should take no more action, or incur any further expense until after the Members Meeting (AGM) where we will encourage discussion and seek opinions. Additional words to be included in piece for Group News to try to increase participation. RG & JG to suggest words for MJ to include.*

6.5 Car Parking for hall was discussed and one item to pursue was the removal of lower branches of the trees near the school. TPO permission will be required and SS will approach Parish Council to submit application, as that could avoid a charge.

6.6 Hedge trimming. *This had been completed but unfortunately, despite the nets having been taken down in readiness, someone had put them back up before the contractors arrived, so that portion of hedge has not been cut. In future the nets will be taken away and stored so they cannot be interfered with.*

6.7 PV panels and Turbine. *JG had raised a question about income from these and MJ looked into the situation. It transpired the meters for these, and electricity had not been read and reported to the supplier for many months. Hence a very large electricity bill and no income. All readings now taken and submitted. This was also complicated as the accounts are still in the name of Liz Buckley and need to be changed to Andrew Blake as Secretary / Treasurer.*

6.8 One bin for recycling has been delivered. *MJ will chase Veolia for the larger waste bin we have signed up for.*

6.9 New toilet seats have been fitted in the ladies loo.

6.10 Film Night - *MJ has been looking at record keeping for Film Nights and she will now coordinate purchasing and stock so we can assess profitability for each event. For the last year it looks as if we raised £603.25.*

6.11 Revised Standard Conditions of Hire - *RG presented draft wording for and e-mails to hirers, to incorporate those ideas from ACRE for precautions regarding Suspect Bookings. All agreed, including the need to pay by bank transfer in future, (no cash or cheques), in advance of the event, with at least 2 weeks advance booking required.*

6.12 Sound Meter *JG reported that he had found the meter for measuring noise levels. Instructions were rather meaningless, but it was thought DL was familiar with its use.*

6.13 CCTV equipment - JG has also found and tested the CCTV equipment. It was agreed that this could be useful to monitor the entrance door outside, and also the foyer. JG to investigate rules for the use of CCTV in village halls.

6.14 Notice Board - Awaiting news from DL, who is investigating the best way to arrange a replacement for the notice outside the hall door.

6.15 Risk Assessment - JG has found an original document (2011) and offered to review this and try to standardise this with the Health and Safety Policy and the notices sent to hirers.

**7 Draft parking licence (to be circulated)**

*Carried forward – to be dealt with by email*

**8 Community Action Norfolk - Managing Suspect Bookings**

*Carried forward*

**9 Tug of War Rope**

*JG had circulated details of a replacement that could cost a few hundred pounds. SS offered to look into the use of S106 money for this.*

**10 AOB**

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**11 Date of next meeting**

**Friday 7<sup>th</sup> October at 10:30 am.**