

Garvestone & Thuxton Village Hall

Trustee Directors' Board Meeting

Tuesday 13th January 2026 at 2 pm

Draft Minutes

Present: Stephen Smith, Chair (SS); Ruth Gooch (RG); Jon Gooch (JG); Lesley Griffin (LG); Dot Leeder (DL); Terry Newman (TN).

1. Apologies. Andrew Blake (AB)

2. Minutes of previous Meeting.

Previously circulated. **Agreed.**

3. Matters Arising

Meet & Eat. No volunteers for washing up have come forward as yet. DL reported that VN has been working on a number of aspects of contact with the school including, for example, work that will save us having to create a questionnaire about the play area. This might give an opportunity to seek offers of help. **Action DL / VN**

New Year's Eve party was not that well attended (12 people at midnight, plus a few others had attended earlier). Those present had an enjoyable time.

Veolia did send an additional invoice. This was not for contents disposal, but removal of the bins which is a condition of the contract. They confirmed to JG that our account is now closed.

JG reported that the Heat Dump in the Plant Room that had been located too close to the plywood cladding has been moved to a safer position. Thanks noted to Ed Horn for help. This also gave JG a chance to test the brake on the turbine. RG suggested that someone else be shown how everything works in case of emergency. **Agreed. Action JG / TN.**

AB had e-mailed to confirm a FiT meter reading has been submitted to E-on.

Parish Council post box. Further to previous request to move this, it has recently been found that some of our post (e.g. licence renewal) is being put in that box and it appears not to be looked in very often. As a result, we nearly lost our licence renewal option.

SS suggests that it would be better for that post box to be removed and any post for the PC that is put into our letter box can easily be handed to the PC Chair. SS sent an e-mail to PC Chair immediately and asked for it's removal. **Action SS.**

SS confirmed he had purchased and fitted a new sign for 'Inclusive Toilet' to the Disabled toilet as previously agreed.

4. Events

4.1 Christmas Fayre. LG provided updated figures for the event which showed an income of £480.00 including Bar takings. Wine & Water stall was the most popular. £40.00 has been passed to the Bowls Club to acknowledge their part in running the event.

All agreed it had been a very enjoyable and worthwhile event. Thanks to LG and husband, and DL for preparatory work, and others who helped on the day.

4.2 Film Nights

AB had forwarded a useful analysis showing income and expenditures for recent film nights. This showed that all bar one had made a profit, although it was mostly very modest. The pricing of the next film was raised as it had previously been agreed by the board to raise the price to £15.00 for a film plus meal. However, the Film Committee had reduced it for the forthcoming showing of Downton Abbey which some felt should be popular, so a reduction in price was unexpected. LG pointed out that Meet & Eat is now charging £8.00 for a meal, which is of similar quality, so that way we were only charging £4.50 for watching the next film.

Due to the overall finance figures for the hall showing a **significant financial loss** for the year to date, it was AGREED that future films with food should be charged at £15.00 and £7.00 for films with no food. Other ideas to increase income included looking at the possibility of hiring Children's Films, on maybe 3 or 4 occasions a year.

4.3 SumUp Bank Card

The new card has been successfully used for purchasing food for M&E. JG has access via an app to lock the card and it is now left in the catering cupboard, but locked until someone has it in their possession. On-line purchases can also be made with the card, so avoiding directors having to spend their own money and reclaim it. Before placing an order, just call JG to obtain card details and arrange a time to unlock the card.

Some Meet & Eat attendees have started paying by card and this will help fund the card account. **LG** reported difficulty in accessing the transaction history for the SumUp Business Account. **Action JG** will investigate.

Charges for the card payment transactions average 1.75%. It was felt this was competitive and did save a of cash handling. It also enables Film night bookings to be paid by text.

5. Finance

LG had circulated profit and loss reports from Xero. Greater loss shown in November and December. Electricity now costing a lot more. SS provided a record of bar takings for recent weeks showing the value of this activity. Bar prices will be reviewed shortly. Current Balances are £13,506.34 for Unity Bank and £604.58 for SumUp.

Total £14,110.92.

6 Administration

6.1 Director Recruitment. JG proposed and SS seconded the co-opting of TN. **All AGREED. SS and TN** to complete membership, Companies' House, and Charity Commission forms.

6.2 Legal Identity for Directors

Most Directors have confirmed their identity, but DL has not received a request yet.

6.3 GDPR policy and Procedure

JG explained the need for us to have a more comprehensive checklist of tasks and responsibilities. This has been started and will require all to make checks and declarations to confirm computer security, etc. RG confirmed that all recent details of bank accounts used to refund payments to hirers have been deleted as will all future ones. Also as many as can be traced from the e-mail history have been deleted.

DL has now upgraded her computers and it was agreed that **TN will meet with DL** to make sure the GVH e-mail address is working and that access to all essential history is preserved. It was also **agreed JG will arrange for an e-mail address for TN to be set up.**

6.4 Safeguarding - Child and Vulnerable People Policy

DL reported that she had spoken with Margie Fielding (MF) about becoming the second named contact for our policy. Once DL had explained the role, MF agreed to take this on. DL is also working with ACRE and CAN to significantly simplify our Statement as that was drawn up to allow for supervising children, which we do not do ourselves. All hirers solely supervising children (where parents are not present) are required to prove they have their own Procedures in place.

All Directors will need to read and confirm they understand the Policy & Procedure.

7 Maintenance Issues.

7.1. Plant Room Fire Safety

DL has had no response from Scott at TP Fire with regards to the electrical work, or the recommended cladding and plastering contractors. **DL to chase as a matter of urgency.** SS offered to recommend another electrician.

Discussion continued around the repair or replacement of the ceiling lights in the main hall. No further response from Anthony Drew since his verbal estimate on this part of the work. DL to chase. Scaffolding could be bought and stored and SS obtained quotes to compare, but we will also have to have training and safety procedures in place. **DL to ask for guidance from CAN.**

DL also to chase Anthony for the 5 year test which needs to be completed shortly.

7.2 Fire Door from main hall to carpark

SS showed others the damage that had been pointed out by the Community Speedwatch people. It appears that the door has been wrenched round, probably by the wind. Repair seems impractical and probably not compliant. **Action SS to enquire about a claim** on insurance for a total replacement of the entire door. Plans were made to provide door stops in the future to prevent reoccurrence.

7.3 Play Area

SS said he had originally fitted the OXO cube equipment and therefore could remove them, but DL said we cannot leave gaps. Discussion concluded we should CLOSE the Play Area with immediate effect. **JG to obtain a suitable lock and fix up notices to explain it is closed for refurbishment.**

DL has had meetings with PC Clerk and two potential suppliers of a whole new play area including a new, long lasting ground covering. VN and PC Clerks will work with the school to prepare questionnaires for parents and they will also assist with grant applications as they have experience of this in another parish. SS to advise insurers and school of closure.

8. A.O.B.

8.1 Worktop for bar. SS has had an offer of a piece of worktop, from Andy Shepard. **JG agreed to forward details of required size and spec.**

8.2 Expenses. RG proposed that we should offer to cover travel expenses for volunteers who shop for events. Standard HMRC rates can be used. LG is familiar with procedure. JG seconded and all AGREED. **JG and RG to speak personally to relevant people** and provide Expenses Claim Forms. (as previously prepared by SS).

8.3 Bank Authority. LG said she still cannot set up payments, despite sending the required letter to Unity Bank several weeks ago. SS suggested that they will only act on forms signed by him and DL, regardless of what we were told by phone. **LG to resend letter signed by SS and DL.**

8.4 Turbine and PV generation

JG suggested that TN could help in researching the export history and maybe look at better tariffs than those we are on with E-on. AB will be able to offer some advice on current procedure.

Date of Next Meeting – Monday 23rd February 2026 at 2pm. In the Meeting Room.

Meeting closed at 4:30pm