

# Garvestone & Thuxton Village Hall

## Trustee Directors' Board Meeting

Monday 24<sup>th</sup> November 2025 at 2 pm

### Minutes

**Present:** Stephen Smith, Chair (SS); Ruth Gooch (RG); Jon Gooch (JG); Andrew Blake (AB); Lesley Griffin (LG); Dot Leeder (DL).  
Also, Victoria Norris (VN), School Governor.

**1. Apologies.** None.

**2. Minutes of previous Meeting.**

Previously circulated. **Agreed.**

**3. Matters Arising**

SS summarised a few points from the AGM including the loss of one director and failure to find any replacement as yet. He will be pursuing this shortly. Also, the need to attract some help with washing up after Meet & Eat. SS mentioned the idea of asking if any parents of school pupils might be interested in helping by coming along a bit earlier for collecting their child. VN noted the idea and will see if that could be mentioned via the school newsletter or the like. VN also asked if the children were ever involved in M&E as she has had experience of this sort of Community Involvement at other schools. Maybe once per term. **VN to approach the school.**

SS also mentioned the need to review bar prices again. GDPR review to be chased via JG and possibly a **meeting with SS, JG and Peter S-G** to review this and newsletter preparation.

It was noted that the Veolia bins had finally been removed. No additional charge appears to have been requested.

**4. Bookings**

**4.1 Christmas Fayre.** LG reported she now has three definite bookings for tables and offers to run games. LG will also arrange all decorations later this week. **RG to provide some more games and arrange floats for same.** Michael Garrod will run the bar. **SS to issue next newsletter in time to remind all members.**

**4.2 New Year's Eve.** **SS offered to prepare posters and include details in newsletter.** No wider publicity required as it's a village only event.

**5. Finance**

LG shared profit and loss reports from Xero. Slight loss shown largely due to large bill for insurance renewal. To improve cash income and expenditure analysis, LG has instigated a record sheet for the **red cash box to be used for all events.** More reference numbers are being set up in Xero to allow better recording, and LG hopes this will be fully up to date by the financial year end. Analysis of costs will then be improved for next year.

## 5.1 On-line banking

Following some previous ideas of changing banks, RG said that at present, the day to day procedures with Unity Bank were running well so she and LG have no enthusiasm for changing banks at present. JG reported that further enquiries into SumUp banking showed that this was not a fully fledged bank and therefore the full government guarantees do not apply. **Agreed to stay with Unity bank for now.**

## 5.2 Payment Card

JG had received a MasterCard from SumUp banking and all discussed how we could use this effectively for events. JG to test the card and discuss with Meet & Eat team initially. **AGREED to load the associated business account with £200 as a float and direct future bar takings into this account also.**

## 5.3. National Lottery Closure of Charge.

AB had circulated copies of the letter confirming release of the charge. **To be filed in cabinet in Meeting Room - AB.**

## 6. Administration

### 6.1 Directors: Resignation and recruitment.

SS confirmed that KC stood down at the AGM. Ideas of how to attract new directors included the schools newsletter, asking for volunteers as well as directors. Possibly approaching larger local firms who may allow staff time off for such roles. **JG to ask of Aviva (local NU pensioners).**

### 6.2 Legal Identity for Directors

**All Directors will have to confirm their identity** after October this year. SS confirmed that e-mails will be received shortly and we all have to complete the procedure.

### 6.3 GDPR and Hacking Risks

As noted earlier **JG to review** and update with input from others.

### 6.4 Requests from Companies' House for list of members and 'Persons with Significant Control'.

AB explained the frustration at trying to complete a return that has been requested and that the procedure seems to ignore the procedure for charities such as ours. It was **Agreed AB should respond and confirm that we have no 'Person with Significant Control'. Also to confirm that sharing details of our full membership should not be required.**

### 6.5 Registration and access issues.

AB has spent two days trying to reset access to Companies' House, and has now achieved that. DL has had similar issues with the Charity Commission and will update their details shortly.

### 6.6 Child and Vulnerable People Policy

SS reported that Tamzin Garrod no longer wishes to be the second named person for this policy. It was suggested that Margie Fielding may be prepared to do so. **DL to enquire.**

## **7 Maintenance Issues.**

### **7.1. Accident Reports.**

JG recently had cause to use the accident report forms that are held in the kitchen. This followed a slight accident at the Working Party Day when a Veolia bin lid was flipped over by a strong gust of wind and hit a volunteer on the head. NO significant injuries resulted and the bin was moved further out of reach. This has subsequently been removed. New bins are now locked so avoiding similar problems in the future.

JG suggested that as these forms contain personal information, they should not be left in the kitchen but should be stored securely in the locked cabinet. All **Agreed, JG to action.**

### **7.2 Turbine Heat Sink**

JG explained concerns about a piece of equipment in the plant room that he and others consider to be unsafe, especially in its current position. Advice from the engineers who service the turbine is being sought along with quotes for possible alternative equipment.

### **7.3 Fire Assessment and Plant Room work**

JG had been in discussion with DL about the assessment carried out some while ago and subsequent enquiries about lining the plant room ceiling to an adequate standard to meet fire regulations. It is considered to be dangerous in it's current state, especially as the risk to fire spreading to the meeting room is greater than first realised by the board.

**DL** has a meeting arranged shortly with TP Fire regarding a number of issues and **will ask them for specific advice and a quote for necessary work. JG will also ask a reputable plasterer to do the same.** JG warned that this may require significant expenditure. In the meantime, JG proposed we do not let the meeting room for use by more than 5 people. This will allow evacuation in a very short timescale. **All AGREED.**

## **8. A.O.B.**

DL gave a review of work required for the emergency lights and the idea of incorporating this with an improvement to the lighting in the main hall. **Quotes to be obtained shortly.** The date for the five-year test deadline was confirmed and DL confirmed that Anthony Drew has agreed to do this work.

**Defibrillator Training.** A date has been arranged by the Parish Clerk – 18<sup>th</sup> December. There is no charge to attend and we **AGREED** to make no charge for the use of the hall.

JG asked if we had had recently submitted any **FiT generation meter** readings. AB confirmed that no request has been received recently.

**Play Area.** It was **agreed** that we should have the 'OXO Cubes' equipment removed as it was no longer safe. **DL to ask Colin if he could do this.**

**Breckland Networking Meeting.** DL had attended a meeting recently and one item raised was that of sanitary facilities in toilets for men. This was being increasingly recommended as more males have stomas or incontinence materials to dispose of. The recommended signage is "Inclusive Toilet", and this is recognised by those who have such needs. It is recommended this facility is located in the current Disabled Toilet. All **AGREED that DL should arrange to relabel the disabled toilet appropriately.** SS ordered a suitable sign immediately.

**Date of Next Meeting – Monday 12<sup>th</sup> January 2026 at 2pm.**