

Garvestone & Thuxton Village Hall

Trustee Directors' Board Meeting and Members Meeting Combined

Friday 21st August 2026 at 7:00 pm

Minutes

Present: Stephen Smith, Chair (SS); Ruth Gooch (RG); Jon Gooch (JG); Chris Turner (CT)
Also in attendance - Lesley Griffin, Treasurer (LG); Daphne Metland, Fundraising Team (DM)

Three Members were also present.

1. Apologies. Terry Newman (TN); Dot Leeder (DL); Andrew Blake (AB)

2. Minutes of previous Meeting – 16th July. Previously circulated. **Agreed. SS to sign.**

3. Matters Arising not on the Agenda

(4.1) Post Office - SS had attended a Parish Council Meeting that suggested there were no interested parties and no action was expected. However, RG reported that she had heard from the Mattishall Post Office who said they were interested and asked if she could pass on their details to the Parish Clerk, which she has done. **SS agreed to contact the Parish Clerk.**

(5.1) JG confirmed he had created the Directors WhatsApp group as agreed, although one Director appears not to be included. **SS will enquire.**

(4) SS had begun applying for Gift Aid, as agreed previously, but requires dates of birth etc. from all Trustee Directors and only JG and RG have replied so far with these details.

Action - All other Directors to please forward details to SS to enable Gift Aid application.

(6.1) SS confirmed that he asked the Parish Council to forward the donation from the Ladies Circle. LG confirmed this has been received.

(6.5) Working Party needs to be advertised with Posters and mentioned in Group News, and RG said Group News have been told. **SS to arrange posters.**

(7.2 / 7.4) JG reported that the handrails to prevent damage to the exit fire doors have been delivered and are awaiting fitting by the contractor, as agreed previously. This will prompt questions about the Plant Room work that the same contractor had been asked to do and all **AGREED that we should go ahead with the work as quoted.** This will mean we should tell our Breckland Council contact that we will not be waiting for a grant as the delay will be too long. **JG to advise DL.** JG had tried to get further quotes, as three are required, to no effect.

4. Bookings and Events.

4.1 Moviola and Film Night. Film Titles for Sept. Oct. and Nov. have been decided and details sent to JG by AB. Website to be updated **(JG)** and Posters to be prepared **(SS)**. **Food menu not yet decided but the catering team will advise JG shortly.**

4.2 Members Newsletter and Meetings

JG confirmed that Peter Skeggs-Gooch (PS-G) had prepared and issued a Newsletter recently and the software reported 31 e-mail messages had been delivered. Some members present had not seen their copies and JG agreed that there is a need to investigate the lists and systems further. SS had brought membership details for **JG to take and work on with PS-G.**

RG asked that in future, **request to be added to the mailing list be sent to the Village Hall's main g-mail address** as she will then file this in the dedicated folder for GDPR purposes.

SS confirmed the intended date of the AGM as 2nd October. (Subject to auditing - see AOB)

4.3 Fundraising and Events

DM was present to represent the Fundraising Committee and provided copies of a draft of a printed Newsletter that they intend to deliver to each household in the villages of Garvestone, Thuxton, and Reymerton. This contained many details, reports of the Garden Safari and idea of events over the coming months.

SS asked about the cost and DM confirmed that they would stick to black and white for now, so probably only about £10.00.

Details of the Quiz Night and other events were discussed. It had been decided to postpone the Grand Draw date until Christmas to give time to collect prizes and an outline of the event was discussed.

DL had reported by e-mail that the application for the Lottery Licence was in hand. SS reminded all that the Charity's Registration Number and Lottery Licence number must be printed on the tickets.

SS confirmed that the new picnic tables and bench for the Play Area had been delivered.

DL had sent a Thank You card to George who has raised seven hundred pounds for the Play Area by climbing Scafell Pike.

RG reported that Bookings had not changed greatly, but did confirm that our Village Hall is now registered as an Emergency Rest Centre with Breckland Council.

5. Finance

5.1 SS thanked LG for circulating figures for the month and year to date. Although the figures appear to show a profit, these included two grants and therefore we were still making a loss for the year so far. Balance in Unity Bank today was £16,351.29 and in SumUp Business Account was £3,865.39. Total = £20,216.68 This includes the £8,000 of grants received for invoices yet to be paid.

5.2 Section 106 Grant. As mentioned above, this has been received to pay for the new Play area equipment.

5.3 Electricity Contract. Carried forward as TN not present. Renewal not due until October.

5.4 Grant from Garveston Trust.

SS reported that no letter had yet been received from us to thank the Trust. As AB not present to clarify, **SS agreed to write a letter of thanks himself.**

5.5 Unity Education Trust meeting. SS apologised for overlooking this and **will make contact shortly.**

6. Maintenance Issues

6.1 Accident Reports - JG confirmed None reported.

6.2 Plant Rom. As agreed earlier, **JG to ask contractors to proceed.**

6.4 Fire Doors. Emergency Exit doors now fitted and all making good complete. However, we still need to replace the two doors at the ends of the corridor. **DL to be asked to pursue grants with Breckland** for this and the outstanding lights that failed the fire test.

6.5 Lighting in Hall. All complete and can be deleted from Agenda.

6.6 Play Area.

Some DIY work is needed to make some items safe, or have them removed. DM offered to spread the word that help is needed and it was **Agreed, to combine some of that with the Working Party on 26th September.**

There was comment about involving the school, possibly via Vicky Norris.

[I am sorry I have no note of who is to **ACTION THIS ONE. Stephen, can you pass on details of the planned work please?**]

7.0 A.O.B.

SS reported that an Audit of our last year's accounts is now required due to our turn over level (greater than £25,000). LG offered to enquire of a local accountant that has helped the Bowls Club previously.

SS also reported that he had, reluctantly, accepted RG's letter of resignation as a Trustee / Director. However, he asked that this be postponed, to be effective from the date of the AGM. RG agreed.

RG confirmed that she would also like to hand over the Booking Secretary job as soon as a replacement can be found and shown the procedure. In the meantime she will continue in the role.

CT reported that the Bowls Club Irrigation system has had an equipment failure and the quote for repair is almost £900. This is the responsibility of the Village Hall, although the Bowls Club are happy to seek funding for this, as they are aware of the lack of funds in the hall's accounts. CT to pursue. The job is not so urgent as the season is nearly over, but must be completed before the spring.

Date of Next Meeting - Thursday 17th September at 7pm.