

Thuxton & Garvestone Village Hall
Trustee Board Meeting
Monday 9th September 2024 at 2:00 pm
Draft Minutes

ACTION

1. Apologies: None

Present were Stephen Smith (SS), Chair; Andrew Blake (AB), Co. Sec.; Ruth Gooch (RG) Temp. Treasurer; Jon Gooch (JG), minutes; Dot Leeder (DL); Kerry Collinson (KC).

2. Minutes of last meeting

Minutes for 5th August were reviewed and AGREED as correct.

3. Matters arising

3. 4.3) SS advised new key box is now in place and in use by bar staff. 1st Anniversary Pub Night went ahead but with a small attendance.

10.3) DL will speak to Michael Garrod regarding soil in holes by posts and spraying of weeds.

DL

5.4) RG reported that Quiz night bookings had been very low with a number of teams pulling out, so it was decided to consult with the quiz master (Pete Cook) and it may be that we should cancel the remaining quiz nights this year. RG to advise all of outcome. All agreed the Garrod quiz was a success and maybe we just need to do them less often.

RG ✓

5.1) KC is still trying to arrange a payment card with the bank.

KC

7.) KC said we will continue with Moviola for Film Nights but with a new package of costs.

SS said that the Parish Council will be erecting the historic Map in the hall soon, to be unveiled by him at the September meeting of the Parish Council.

SS

4. Bookings

RG has arranged a new regular booking with Dereham Countrysiders (Young Farmers 10 – 16 year old branch). Twice per month on Mondays. Useful but only £18 per meeting income.

The proposed arrangement with a catering van offering burgers and also healthy food options is being finalised and details are being discussed to ensure minimal smell or noise disturbance. This will bring in £30 per week, plus a payment towards electricity used. DL asked if the relevant licences were held by the trader, and also adequate insurance. RG is preparing an agreement that will confirm these and other details. DL suggest we make this a two month trial so we can cancel it if there are any problems. There is the chance that a small selection of essential foodstuffs will be stocked also.

RG ✓

The van should be arriving on Saturday 21st and RG will meet with the owner on Monday 23rd. *[After the meeting RG, SS, AB found Bob Woods and Simon, partner of the 'catering van' owner in the carpark and they were looking at the site and so all discussed and agreed on a position for the van, including a route for the electricity cable.]*

RG ✓

SS reported that the Post Office van service would be stopping soon as the Barnham Broom Post Office is closing. SS spoke to Mattishall Post Office who sound interested in taking on our slot, but this has to be agreed by the Post Office admin, so may take some time.

ACTION
AB
RG
KC
AB
DL
JG ✓
DL
DL
DL
SS

5. Finance

TGI Accounts. SS has prepared and circulated accounts to year end 31st March. Reduced content due to lack of transactions. Only depreciation is shown. In a few years we will need advice on what to show when depreciation has run off.

AB had circulated a draft of **GVH accounts** to 31/3/24. SS advised on a few issues to amend and some trustees to add to the list. AB to revise and circulate a pdf file to all, in advance of the next meeting on 1st October. Generally, a successful year thanks to a lack of significant repairs or other major expenses.

RG reported that the Xero accounting package was now working well, but that although she was happy to carry out the bookkeeping procedure, and JG could help with some of the analysis, there would need to be help with preparing formal accounts next year. An Income and Expenditure report was circulated to all and after some discussion, SS asked that events should show income as gross takings, and expenses shown separately.

JG reported that SumUp entries are now split to show gross income and fees separately.

KC agreed to prepare the booking sheet for use at the bar for money taken for events, and will check bank account records to ensure BACS payments have been made. Also to order two paying in books.

6. E-on account

AB has completed a new two year contract with Scottish Power after he and JG had analysed the deals available. E-on also need meter readings for FiT payments.

7. Fire Regulations

Having had quotes, it was agreed to ask Tony Adcock to carry out a Fire Risk Assessment. DL offered to meet with him.

8. Maintenance

8.1 Sewage treatment plant. Quotes considered for repair or replacement of the blower for the plant. Agreed the small extra cost for a new pump was the best option. JG to arrange with servicing company.

8.2 Play Area. DL had researched a company to carry out work to meet needs of the recent Rospa report. Agreed to send them a copy of the report. Agreed for DL to speak to Breckland to discuss procedure to maximise grant options. Also to have a quote to remove the large piece of equipment that had a number of problems and risks. To be replaced with three new small items. Agreed for DL to make arrangements.

8.3 Open Space (QEII Field). DL said that the Memorial Seat needs fixing to the ground. She has started to clean it. Hedges need cutting and DL offered to speak to Michael Garrod. *[since meeting JG was speaking with Michael Garrod who said the hedges along the path and around the field were arranged by Parish Council, so JG spoke with Jim Smerdon (PC Chair) prior to their meeting on Monday 16th].*

8.4 Carpark entrance. Pot hole needs refilling. SS said Colin had offered to help and it was agreed this should be done over half-term.

ACTION

9. Working Party – Saturday 14th SS apologised for not being available. As well as weeding it was felt some larger trees are now growing and need removing and stump killer applied.

10. Meet and Eat. This is now very successful, and it may become necessary to limit numbers. Rev Tim Weatherstone has asked about offering a Warm Space facility this winter. Discussion about times, before or after M&E continued but it was felt to be impractical. Agreed SS should inform Rev Tim that if he wished to organise something, we can allow the use of the hall.

SS

It was also agreed that after M&E people could stay on to socialise, possibly with the bar open and pastimes available.

11. New Years Eve event. AB apologised that he has not been able to secure a group for the evening, and will himself be elsewhere on 31st Dec.

Agreed that we should hold an event, publicised better than last years, but similar in style with a sharing buffet. Details to be clarified at next meeting.

ALL

12. AGM / EGM. SS has prepared membership cards, to be issued to the New Class of Annual Membership for local people to join. This will not have any Trustee responsibility. Suggested that existing Trustees (Members) should be given two months to decide if they wish to remain as Trustees, and therefore become a Director, or resign as a Trustee and become an Annual Member. SS and AB to organise a letter of invitation.

**SS
AB**

13. Dance / Band Night. KC asked about promotion for the next dance, including posters, and offered to contact Lester Dinnie to organise that. Prices were discussed and it was agreed to keep to £12.50 for adults and after some discussion, to £4.50 for children.

KC

KC offered to coordinate the raffle and ticket sales.

14. Volunteers' Supper. RG reminded all that we have surplus tagine meat, and the idea is to invite all those who help at the hall and provide a meal for free. Agreed a date of Monday 2nd December. Bar open 7:00pm Meal at 7:30. KC, DL, RG to organise food etc. RG to circulate a list of volunteers for others to add to and then circulate an invitation.

RG

Next Meeting – Tuesday 1st October at 2:00 pm

Meeting closed at 5:15pm