

Garvestone & Thuxton Village Hall

Trustee Directors' Board Meeting

Tuesday 16th March 2026 at 2:00 pm

MINUTES

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

1. Apologies. Terry Newman (TN) Andrew Blake (AB)

2. Minutes of previous Meeting – 10th February. Previously circulated. **Agreed.**

3. Matters Arising

(3) SS confirmed he had removed the old Parish Council Post Box as agreed.

(3) LG and JG had received phone calls from the provider of our Electricity Contract. No figures have been received by e-mail, but we do now know our contract is due for renewal in October this year.

AGREED TN should begin obtaining quotes for comparison at the next meetings with a view to signing up well before the existing contract expires.

(6.4) **SS agreed to review business plan.** Delayed due to change of computer.

(7.2) DL has reviewed papers from Land Registry and has found nothing to query.

4. Bookings.

RG had nothing of note to report. SS advised that the Mid Norfolk Railway have decided not to hire our hall for their AGM. Agreed to await advice and possible request for refund.

5. Finance.

5.1 Income and Expenditure. LG had provided summaries for February and year to date. Only a small loss now on routine running costs. SumUp figures need to be split between events and **LG agreed this will be done for full year end.**

5.2 Authorisation. LG confirmed that she can now set up payments successfully.

5.3 Bank alternatives. No longer a matter in consideration.

5.4 Electricity Contract. As noted above, to renew by October '26.

5.5 Financial Viability of Village Hall. SS provided current breakdown of bar income. This is steadily reducing. Food evenings could help increase attendance. DL suggested having frozen Pizzas available, in stock, for people to cook as required. Various points were discussed but previous experience suggested very small profits could be expected despite considerable effort to prepare food.

It was **AGREED that JG should prepare a PowerPoint presentation for use at the forthcoming Annual Parish Meeting (APM) on 8th May.** This to highlight our costs, and the potential threat to the future viability of the hall due to excessive repair costs at present. This could also raise the thought of possible financial help via the Council Tax Precept in the future. **SS to also speak at the meeting as previously.**

Also **AGREED RG to draft a letter** to hirers advising them of the issue, and invite them to the APM. Our entry in Group News should also highlight the problem. **RG to prepare.**

AGREED JG to attend the Parish Council meeting this evening and explain our wish to make this a key topic on their Agenda for the Annual Parish Meeting.

6. Administration

AB had asked for all Directors to provide their reference numbers from Companies' House. **SS, JG and RG had completed this. DL completed this during the meeting also.**

SS agreed to investigate the possibility of our changing from a Limited Company to a Community Interest Company (CIO). This has many potential advantages.

SS also agreed to deal with renewal of memberships. Newsletter to be circulated and all members to be invited to a **Members Meeting. Date agreed – Friday 10th April 7pm.**

7. Maintenance Issues

7.1 Accident Reports – None reported.

7.2 Play Area

DL reported that more quotes and ideas are being arranged, possibly including new ground cover. Small group have agreed to form a sub-committee to research and arrange fund-raising. Possibly a banner to publicise the need (**DL agreed to investigate and report back with costs**), and a Just Giving Page on the website. **JG to investigate QR code to lead people to a specific web page for gifting and fund raising.**

SS proposed that any event at the hall planned to raise funds for the Play Area should contribute to our running costs. After discussion this was AGREED and to be at the reduced beneficiary's rate.

7.3 Plant Room Quotes

One quote received so far and a second due very soon. As this will be a very large cost, we need to find grants to fund it. **JG to approach District Councillors** at tonight's PC meeting. **SS also suggested he would contact Sarah Sugget** from Breckland for advice.

7.4 Fire Door Claim.

JG advised we had sent one quote and the required proof of ownership to the insurers. **SS also confirmed** he had sent signed declaration as required. During the meeting **SS** received an e-mail acknowledging these. One more quote to send soon.

7.5 Lighting in Main Hall.

JG and **DL** have arranged for the ceiling lights to be replaced tomorrow, as previously agreed.

DL advised that one contractor had withdrawn from the quoting procedure for the remaining faulty lights, so we will work with the two remaining who are re-quoting shortly on a slightly revised basis.

7.6 Electrical Safety test and report.

Surge Protector has been replaced, as has the inadequate circuit breaker for the sewage treatment plant.

7.7 Car Park Maintenance.

JG and **SS** had repaired the most severe potholes in the carpark. Satisfactory for now.

8. A.O.B.

JG had received an offer from **Wix** to extend our renewal to a two year contract which has a significant saving (approx. £60). **RG asked** if we should be making longer term commitments given our worryingly low reserves and risk of inadequate funds. After discussion it was **AGREED to extend to two years** as this was a relatively small outlay and the website is likely to be needed for more than 12 months from now.

Date of Next Meeting – Monday 13th April 2026 at 2pm. In the Meeting Room.

Meeting closed at 4:15pm