

Garvestone & Thuxton Village Hall

Trustee Directors' Board Meeting

Tuesday 10th February 2026 at 2:30 pm

DRAFT Minutes

Present: Stephen Smith, Chair (SS); Ruth Gooch (RG); Jon Gooch (JG); Lesley Griffin (LG); Dot Leeder (DL); Terry Newman (TN) Andrew Blake (AB) until 3;30.

1. Apologies. None

2. Meeting Room Evacuation Procedure. RG confirmed that Parish Council have been informed that they cannot use the meeting room due to limited numbers permitted. Main hall availability is restricted to first and 3rd Monday evenings only. **RG has informed the PC clerk.**

RG also asked that we plan for the best way to evacuate the room today, in the event of a fire alarm. Priority is to be given to two able bodied people to access the extinguishers at the top and bottom of the stairs to deal with any fire whilst others make a rapid exit. **TN and JG volunteered to man the extinguishers.**

3. Minutes of previous Meeting – 13th January. Previously circulated. **Agreed.**

4. Matters Arising

(3)DL and Vicky Norris (VN) have been liaising with regard to the Play Area and involving the Head Teacher at the school. This also involves the Parish Council via the Clerk. DL declared that once the new Play Area is built and opened, she will relinquish her role of weekly checks, and a new volunteer will be required.

SS stated that even if the Parish Council choose to lease the area off us and run it, as the area belongs to us, we have ultimate responsibility and therefore need to be involved in the final agreements.

(3) Parish Council Post Box. It appears we are expected to remove this. **JG offered to do so when next on site.** SS supplied code for key box to open it to access fittings.

(3) FiT meeting readings have been submitted and a payment received for £449.63. TN said he has been speaking with Octopus Energy with a view to changing to them when our contract is up for renewal. **AB agreed to supply history and access to website** to allow TN to review the history of credits and charges. LG had recently received a phone call advising that our electricity contract is due for renewal in October. **TN to check on details and compare rates with Octopus.**

(6.3) DL still has issues with e-mails. **TN offered to assist in near future.**

(7.2) Fire Door Claim. Quotes need to confirm damage due to wind damage. JG has one quote in hand. **DL to contact Cookes for quote.** Quote to include provision of hand rail to act as a stop to prevent recurrence of problem. **JG to ask Norfire for written quotes.**

(7.3) Play Area. DL has attended meetings and has signed us up for Charity Excellence to give more details and assistance with grants and advice. **SS will also be at a CAN meeting on Thursday** and will seek more help from CAN.

JG confirmed the Play Area has been locked and notices erected to state it is closed.

(8.2) JG confirmed expenses forms have been provided for catering volunteers to claim for mileage when purchasing food for events, if they so wish.

(8.3) LG has sent letter to Unity Bank for authority to set up payments. Confirmation awaited from the bank.

5. Bookings.

RG reported that hirings were holding steady and a number of private parties were being booked. JG had reviewed the previous survey of hire charges at other local halls. Most seem to have not increased their rates in the last two years, presumably for the same reason we are concerned about, with hirers unable to make events pay if costs are increased.

It was suggested we consider increasing rates for non-locals / commercial, but RG pointed out that this would affect small business hirers with regular classes. Other suggestions were a surcharge for bouncy castles and possibly a winter surcharge, as some other halls do. **RG and JG to consider further and report back.**

6. Finance.

6.1 On-line banking. LG repeated that her letter has been sent to the bank. One other question was about the savings account that the bank had never managed to open. It was agreed that we now need to leave all funds available to meet immediate needs.

Balances are Unity Bank - £13,906.24. SumUp £1,361.70.

6.2 Payment Card. JG confirmed this is now available for catering volunteers to use. It has been successfully used already. JG can lock and unlock using an App. It is kept locked until a volunteer takes it out to use.

6.3 Bar Price list (previously circulated). All agreed to modest increases. **SS confirmed** that in his impending absence, plans are in hand to manage cash and staffing of the bar.

6.4 Financial Viability of Village Hall. RG had circulated her concerns and asked for thoughts on how we should plan for the possible closure of the hall if costs continue to outpace income. SS confirmed that grants had been applied for to cover some of the recent quotes. SS suggested we approach CAN for professional advice. He will be speaking with them shortly. **RG expressed concern** about how long grants would take to be approved. Do we need to expect closure would cost most of the £10,000 we will have left shortly?

SS offered to resurrect his Business Plan. DL expressed concern at SS stepping down in October. Local support to attend events and few volunteers to run events are not helping to make the hall a viable concern, unless the local community support it more. **JG offered to ask the Parish Council** to consider making the topic an item on their Agenda for their Annual Parish Meeting. **Agreed JG to raise this next Monday at PC meeting.**

7. Administration

7.1 Directors: resignations and recruitment. Nothing to report.

7.2 Land Registry Update. AB had forwarded the papers issued after confirming the release of the charge on the land. This appeared to contain all the expected restrictions that had been put on the land use when the land swap was arranged before the new hall was built. No concerns or actions were considered necessary. **DL offered to review in more detail** as she holds original e-mails and correspondence.

8. Maintenance Issues

8.1 Accident Reports – None reported. JG confirmed the book had been checked today.

8.2 Plant Room Safety

JG confirmed that some quotes were being obtained for the essential remedial work to ensure Fire Safety. **More quotes will be requested by DL** very soon.

JG confirmed the Heat / Power Dump has been moved to a safer position.

8.3 Fire Doors. As mentioned earlier, quotes are being obtained. Also, an accidental activation of the fire alarm in the run up to film night resulted in another bill, for almost £300. The risk of a repeat error has been reduced by adding a guard to the alarm button.

8.4 Lighting in Main Hall. JG and DL reprised the options and possible solutions to meet required standard of emergency lighting. More quotes are being obtained. **DL to obtain written quote from Anthony Drew.**

8.5 Electrical Safety test and report.

JG explained that a query had arisen whilst looking at the fuse board with another electrician. This raised the matter of the Surge Protector that appeared to have blown. No explanation or note had been included in our inspection report. **JG will continue to investigate**, with the help of Paul Saunders (Electrical & Property)

8.6 Car Park Maintenance.

JG had enquired of DL about any possible joint responsibility with the school for maintenance as the carpark needs repair in places. DL confirmed that there was no obligation on the school or NCC to maintain the carpark, so it was down to us to arrange it.

JG and others agreed to meet next week to patch the worst of the pot-holes. **JG to purchase materials.**

9. A.O.B. - None

Date of Next Meeting – Monday 16th March 2026 at 2pm. In the Meeting Room.

Meeting closed at 5:20pm