

# Thuxton & Garvestone Village Hall

## Trustee Board Meeting

Wednesday 4<sup>th</sup> March 2024 at 7:00 pm

### Minutes

ACTION

#### 1. Apologies

Kerry Collinson (KC), Stephen Smith (SS) (e-mail received with points to cover).

**Present** were Andrew Blake, Co. Sec. & Treasurer (AB); Ruth Gooch (RG); Jon Gooch (JG), minutes; Dot Leeder (DL)

#### 2. Minutes of last meeting

Minutes for 17<sup>th</sup> January were agreed. To be published on website

JG

#### 3. Matters arising

5a) AB reported that he has made enquiries of a Jaz Quartet for New Year's Eve and there is a distinct possibility that this may be feasible.

It was agreed that all agenda items should be dealt with next and any matters arising that had not been covered would be taken at the end of the meeting.

#### 4. Members Meeting held on 5<sup>th</sup> February

Minutes of Members Meeting on 6<sup>th</sup> February were reviewed, and approved. No actions required.

#### 5. Bookings

RG had nothing of significance to report. New Good Management Deposit rates have been published and notices updated.

**5.1 Hall Capacity.** SS had queried (by e-mail) why our maximum capacity was so low compared to events experienced elsewhere. DL recalled the plans were set out by the architect when the hall was designed. AB offered to contact the architect (Alan Rawlings) to enquire of the possibility of reviewing this.

AB

#### 6. Finance

**6.1 Balance of funds.** AB reported Current Account as at 4<sup>th</sup> February was **£13,928.18**

Balance is reducing slowly as, on average, costs exceed income by £50 - £60pm. AB is looking to make some more micro calculations of specific activities and events. Film Nights, after paying Moviola, are only just breaking even on most months. Possible profit for the year £100 - £200. However, bar takings are in addition. So far, the bar has brought in about £500 profit.

AB

**6.2 New Ledger.** AB showed the new ledger that is now in use, prepared by JG. This allows analysis of each activity and provides records to help with year end reports. AB has entered all figures for the current financial year to date. Each month's performance is recorded. One question was how to record bar takings. Although it has been agreed that takings at each event are shown as bar takings, not as part of the event, but should Pub Nights have their own record? We do not want to duplicate. AGREED to continue to record all in the Bar column but pub night is identified in the item/event column.

AB/JG

JG and AB agreed to review the new system in March to prepare for year end.

**6.3 Breckland Licence Payment.** SS had enquired of a Direct Debit for this, but Breckland cannot do that. Should we set up a Standing Order? All agreed they can be awkward and need amending, so keep to single payments. DL suggested we ask Breckland to send renewal reminders by e-mail instead of post. All agreed. DL to action.

DL

## 7. E-on Account

Quotes had been obtained from two sources for future electricity contracts previously. AB had provided generation meter readings, and JG has used these to enquire of Octopus whose rates appear cheaper still and could deal with generation income also. Many combinations of fixed period, from 12 to 48 months are available from E-on and EDF and via charity buying groups. AGREED to wait for further quotes from Octopus. Deadline for us to decide, agreed as June.

JG

## 8. Maintenance issues

**8.1 Ground Source Heating.** Various quotes have been received after DL found a number of alternative firms and these were all considered, and it was agreed that the best choice was Miller Installations as this gave the widest specification at a reasonable price. JG will double check that their quote includes all that we need to have carried out and if that is positive, will book a service and maintenance contract. The costs to be £300 incl. VAT for the health check and service, followed by £38.50 pm for 12 months, to include next year's service.

JG

**8.2 Playground Equipment.** DL has checked playground equipment as is still concerned about exposed rubber matting and exposed wires on the climbing net. JG had spoken to a contact at a large activity venue and they explained that other inspection firms are available as these are not actually carried out by Rospa themselves. As this is arranged by the Parish Council, we need to contact them to see if we can get a better service and more support. JG offered to contact the clerk and also to check what exactly our insurers require. JG offered to try adding some turf to the matting as he has some available. DL also to check if funding is still available for replacement climbing net.

JG

JG  
DL

**8.3 Open Space nets and pathways.** DL expressed concern over slippery path and poor state of the nets behind the goals. DL will contact the grass cutting contractor to see if his equipment can be adjusted to cut the grass less severely.

DL

## 9. AOB

**9.1 Warm Wednesdays.** These could be on 3 of the weeks each month if someone wishes to organise them. Probably too late for this winter as it will need several weeks to set up and publicise.

**9.2 Possible Power Cut.** Not expected to affect the hall, only other parts of the village.

**9.3** SS asked if RG had spoken to Margie Fielding about becoming a director. RG said she had asked but that Margie said that she did not wish to.

AB  
DL  
AB

**9.4** DL asked if AB had made any progress on chasing the Taekwondo debt. He had not, so DL offered to pursue the matter further. AB to forward records of contacts to date, to DL.

**9.5** Water and Electric Invoice to Bowls club still not resolved. AB has a date agreed with Michael Griffin to read meters.

AB

**9.6** DL reported on repairs to the toilets which have been very successful, and adjustments and checks carried out on all taps. All now seems to be in order.

**9.7** DL reported on some changes to the cleaner's timings which will be satisfactory and also that the cleaner is now purchasing materials required and including them in her invoice. All agreed this a good way to proceed.

**9.8** DL mentioned the severe pothole at the entrance to the carpark. This and general tidying up needs some effort, and it was suggested we have another working party, but not until weather improves and weeds grow, so possibly early June.

## 10. Next Meeting – Monday 22<sup>nd</sup> April at 7:00pm