

# Garvestone & Thuxton Village Hall (New Build) Ltd

## Minutes of Director's meeting Friday 1<sup>st</sup> July 2022

Present. Stephen Smith (SS); Margaret Jennings (MJ); Jon Gooch (JG); Ruth Gooch (RG).

1. Apologies. Dot Leeder (DL); Andrew Blake (AB).
2. Minutes of previous meeting, 20<sup>th</sup> May - Amendments–
  - 3, (4), 106 money delete MJ
  - 3, (4) Delete Declan replace with DaveAgreed, subject to above amendments.
3. Matters Arising
  - 4, (4) 106. Money. SS explained the new application cannot go in until the previous one is completed and to that end has taken pictures of the finished posts and will submit those as evidence and confirm all money spent. Then new application will be submitted. [Action - SS]
  - 4, (\*).Metal cupboard, Surelock to be contacted **[Action - SS]**
  - 4, (6), Jubilee Fayre had been a great success, both financially and socially. MJ reported Funds raised towards Churchyard fund - £122.00 and profit towards the hall's own funds - £211.05. All agreed it was a great effort and thanks to MJ, DL and others for their efforts.
  - 7, Revised Rates of Hire. RG has had responses from four regular hirers, all of whom accept the need for increased rates.
  - 7, Meeting Room Fire assessment. MJ reported, following enquiries, that we are tied in to a three year contract with existing Fire company, so cannot switch. (2 years to go). MJ to ask DL to approach existing firm to see if they will do the assessment.  
**[Action – MJ/DL]**
  - 7, QEII Field Signage. All in place and has been used for an event on the field already. Two more bookings for the coming weekend too.
  - 7, Lights in Store rooms. Quote obtained by MJ for moving/adding one new sensor in small store, plus installing two new ones in large store. £350 - £400. It was agreed we should seek alternative quotes from Paul who dealt with the projector work recently. Also, to investigate where is the sensor for the disabled toilet light? **[Action - JG]**
  - 7, Environmental Health checks. MJ has sorted towel dispenser in kitchen.
  - 7, Chairs all cleaned. Many repaired on the day. About 14 needing more significant repair are now upstairs awaiting repair. **[Action - JG]**
  - Wall lights – no further news. Paul to be chased for details **[Action - JG]**
4. Finance

MJ reported Bank Account balance is £24,159.41

SS has had further problems with Barclays and is enquiring of Lloyds bank to see if they are better. JG suggested trying Starling Bank whom he has found to be very efficient.

MJ reported that she is not able to deal further with current year's accounts until she has been able to finalise last years, which is now the priority.

(Finance cont.) Agreed to hold current year's paperwork and for MJ to contact AB to arrange a date for them to meet and see what would be the best way for him to begin the handover.

SS suggested we may look into a card machine and account which could make receiving payments and refunding deposits much easier. Also looking into possible accounting packages such as Xero or Quick Books. **[Action - SS]**

5. Membership.

Nothing to report. SS said he feels this is something we should consider to try to get more involvement.

6. Funding for Hall Extension.

SS talked through his ideas of an extension to the hall and, following discussions with architects and further thought, the idea would be to build an extension occupying the area currently used for disabled parking, up to one or two floors, extending the existing roof line. Coming forward as far as the current front wall of the building. Disabled parking to move to far side of the door, in place of the bike rack.

This would include an extension to the kitchen, a lift to the rooms on the first floor, to enable disabled access, and a lounge bar area for smaller gatherings, possibly with a partition to offer flexible space. Possible extra storage on a second floor, subject to architect's thoughts.

SS had made enquiries and had negotiated a rate with one architect, which was the best he could obtain, to draw up detailed plans, of the sort we would need for the application, for a cost of £900.00 including VAT.

After some discussion, it was agreed to proceed, but to also obtain more detail of the split of costs and grants available, timescales and deadlines, and a business plan to cost the running of the extra space which may well require staff, including a caretaker.

7. Caretaker

It was agreed that only after the finances had been brought up to date and current forecasts clarified, could we suggest what could be affordable. However, it was agreed that the need for extra cleaning at weekends was also becoming important and could bring in revenue. Odd jobs around the hall could also be on the list of tasks for someone. SS offered to speak with a neighbour to sound out possibilities.

8. Rubbish Bins

Current Veolia bin was overfull during the Jubilee weekend. The packaging from the football and rugby posts had added to the problem. SS suggested we have a larger / extra bin, suggesting the extra cost would be minimal.

Quotes to be obtained **[Action - MJ]**

Dog waste is also now a problem on the field, both bags left under the hedges and also now being put in litter bin. Cannot have council bins on private property, so access to the current roadside bin to be checked and Rachel asked to put bags in there.

**[Action - MJ]**

9. Door locks.

JG raised concern about the poor security aspect of the door locks now that there is only the small electronically operated catch to lock the door. This may not be adequate to meet our insurers requirements. Alternative options to be investigated.

**[Action - JG]**

10. E-mail issues.

JG had concerns about the use of the single e-mail address for the hall, and the directors using their own e-mail addresses as that meant those e-mails could never be accessed by other trustees. Discussion concluded that alternatives would each have drawbacks and we should continue as we are, but that all Directors should have access to the hall e-mail. **[Action - JG]** Finance procedure may be altered once AB takes over the bookkeeping.

11. Members meeting 11<sup>th</sup> July

After some debate about the need, and content, it was agreed to e-mail all members to assess the need, asking if they were able to attend, and what points they would like to discuss. **[Action - SS]**

12. Reports and Running Items

MJ would like more storage space, such as cupboards in the Post Office Room. JG offered to clear out the old Audio Visual cupboards as much of the contents had now been assessed as redundant. MJ to make enquiries about cupboards. **[Action – MJ]**

Football nets may be a hazard, or be misused, so agreed they will be removed and only put in place for each use. Storage to be in the changing room.

High nets still awaiting fitting up. **[Action – MJ]**

Electric Vehicles Charging Points. SS explained that the Parish Council has to apply for the grants. That cannot be done until the new PC Clerk has been passed as qualified.

Liz Buckley had e-mailed through a request from Fields In Trust to report on our Field. Agreed we had nothing specific that met their guidelines.

Refund of Deposit. MJ summarized the history of the disputed case of CW and offered to draft a letter that SS could amend, sign and issue.

In the meantime RG to acknowledge the e-mail and state that a reply from the Chairman would be sent within 7 days.

QE II Field. One tree has died. RG to identify and advise MJ. **[Action – RG/MJ]**

Trees still need to be protected with fencing.

Glass recycling has credited us with £107.00

Members' Handbook. Now revised. SS had three typos to report then it can be e-mailed round to all members. **[Action - JG]**

13. Date of Next Meeting – Friday 26<sup>th</sup> August at 10:30am.

Meeting closed at 12:07 hrs.