

Thuxton & Garvestone Village Hall

Trustee Board Meeting

Monday 5th August 2024 at 2:00 pm

Draft Minutes

ACTION

1. Apologies: Kerry Collinson (KC); Dot Leeder (DL) to join by phone.

Present were Stephen Smith (SS), Chair; Andrew Blake (AB), Co. Sec.; Ruth Gooch (RG) Temp. Treasurer; Jon Gooch (JG), minutes. DL joined by WhatsApp phone call.

2. Minutes of last meeting

Minutes for 13th June were reviewed and AGREED as correct.

3. Matters arising

3. 3) Bottle bank income. SS enquired if the missing credit had been received from Breckland. RG confirmed it had been received. New details have been sent to Breckland for future use.

3. 4.3) DL confirmed old box cannot be removed and re-used. SS to order new key box and arrange for key to be cut for bar staff to use.

SS

3.11.6) Pizza Nights had started well, got better with £375 taken at the second event. The third producing just £192. The last one for the season will be in September. If no other volunteers come forward to take it on, it will be left as a possible seasonal event. Other things could be tried in the winter. No current plans came to mind.

SS mentioned that Pub Nights will celebrate their first birthday on Friday 16th August. It had been agreed we should charge the same prices as on opening night (50p less than current).

SS

Other ideas may come to mind to mark the event.

8.) SS asked if the donation to Group News had been made. RG said it had not, but will be in the next few days. *Actioned 6/8/24*

RG

10.3) Open space rugby posts still require soil to fill holes. DL to speak to Michael Garrod (MG)

DL

5.4) Quiz Nights. DL confirmed she will attend the first one of the season and shadow RG to see if she could take over the running of these. Also, she will shadow the bar staff to be able to stand in if need be. AB confirmed he could staff the bar for Quiz Night in September.

DL

AB

4. Bookings

RG hoped for one new regular booking, but awaits confirmation.

5. Finance

5.1 Bank Payment Card. No news had come from KC. Carry forward to next meeting.

KC

5.2 RG reported she and JG had set up the new accounting software with Xero for this year's accounts. It is not perfect yet and only records bank transactions. Cash matters being handled by event organisers and hopefully summarized by KC. RG provided print outs of income and expenditure for the year to the end of July. SS queried low bank charges and JG confirmed that SumUp charges were not shown as the net receipts had been recorded. This had been recommended by other Xero users. However, SS said that this was not correct and in future we should record the full gross taken figures and show the transaction charges as a bank charges figure in expenditure. It was also clear that some income has not been recorded as being for specific events, so profitability of events is not easily seen from the figures at present.

RG

It was agreed that money taken for events, including cash received at the bar, should be kept separate so that exact income and expenditure for each could be shown. KC to be asked for an update on her cash recording. SS suggested we check on the level of cash in the red cash box.

RG listed a few items that need to be clarified before reconciliation of all transactions is complete. Veolia seems to have a Direct Debit but we have no details of the contract etc. DL can log in to check pick up dates and waste transfer notes, but cannot access the financial details. AB is having difficulty accessing financial details. JG offered to contact Veolia and DL said this has to be by website contact form.

Other items to reconcile were listed and one clarified immediately.

RG reported that there was £17,968.50 in the bank.

5.3 RG asked that any paying in to the bank be on separate slips for each event or function and that an e-mail confirming the source of each payment in be sent to the treasurer's e-mail address.

5.4 SS offered to draft an Expenses form for all to use. *Actioned 6/8/24*

5.5 JG proposed that we should hold some of our money in an interest bearing account so that some income could be earned on the money we hold. After some discussion it was agreed that as we have no plans to spend the majority of the money held in the current account, an amount of £10,000 should be transferred to a savings account with Unity Bank. The period to be 12 months.

5.4 SS reported that he will be preparing the year end accounts for TGI shortly showing no income or expenditure, so some reports required by the Charity Commission will be rather impractical. Accounts will be available for signing at the next meeting.

AB is working on main Company Accounts and will have these ready for the next meeting.

6. Electricity supply

JG reported that the smart meter had been fitted and this could allow us to look at alternative import and export tariffs. AB offered to review rates again tomorrow.

7. Film Nights and Moviola

No details had been received from KC so assume Moviola route will continue.

8. Articles of Association.

SS had spent some time reviewing this and found the current version does include the option for classes of membership, so we could offer membership without the need to become a trustee. Discussion covered various options which should be clarified at our next meeting to agree how this should be put to the membership at a Special General Meeting to be convened on the same day as the AGM.

9. Fire Regulations

Following the enquiries regarding the numbers of people attending events, one professional consulted highlighted that we should have a Fire Assessment and that it is a legal requirement. He offered to do that at a cost of £360. DL suggested that both Ace Fire and TP Fire, whom we use for servicing, could also be asked to quote. She will get that organised.

10. Maintenance Issues

10.1 Ground Source Heat Pump.

Annual Service having been completed, we are now setting up a regular monthly contract for support and next year's service. Cost of £38.50 per month.

ACTION

KC
SS/AB/
KC

JG

SS, AB,
KC

SS

JG

JG/RG

SS

AB

AB

~~DL~~
Actioned
6/8/24

JG/RG

ACTION

10.2 Sewage Treatment Plant.

JG had arranged for the tanks to be pumped out and was surprised to learn from the engineers that the tanks in total held at least 3,000 gallons. Having to make a snap decision, JG agreed that he should take 2,000 gallons and that was completed. One slight blockage was found, but that was cleared easily with thorough flushing.

The service company arrive the following day and agreed that the aeration pump had seized, and they took it away for repair or replacement. They also advised that servicing was set at 9 monthly according to their records. Most felt that yearly should suffice. DL offered to investigate the initial paperwork from when the plant was installed.

DL

11. Play Area

DL reported that the ROSPA report has been received and many of the same issues have been raised. There appears to be most concern over the central piece of equipment where the protective cover has worn off the wire stranded cables. Discussion covered possible closing of the entire area, as RG proposed, or removal of that central item and also costing the repairs required to be carried out by a contractor.

DL offered to obtain quotations for the work required, and for a replacement seat and equipment, bringing that together into a claim for the grant money available. (£4,000)

DL

12. Working Party

RG confirmed details of this have been included in the entry for September's Group News and JG will add it to the website. Tea and coffee was provided at the previous event but SS pointed out that this could not be done this time as the hall is already booked out. Agreed that we will offer free drinks from the side door access, and all will be able to use those toilets also. DL offered to arrange for the refreshments.

JG

DL

13. AOB.

Meet and Eat have asked if the school could advise if they are planning to use the hall on M&E days as it makes for a tight timetable to clear up now that numbers attending have grown significantly. After discussion, agreed that the school should be told the hall was not available to them on those days as it is only once per month and Wednesday is only one of their 'optional' days. RG to advise school secretary. *Actioned 6/8/24*

RG

SS advised that the Parish Council are planning to present the hall with a framed map to be hung beside the other display boards. This should be at their September meeting and SS will attend to accept the gift.

SS

Next Meeting – Monday 9th September at 2:00 pm

Meeting closed at 4pm