

Thuxton & Garvestone Village Hall

Trustee Board Meeting

Thursday 19th October 2023 at 7:00 pm

AGREED Minutes

1. Apologies

No apologies, but Dot Leeder not present, expected due to family bereavement.

Present were Stephen Smith, Chair (SS); Andrew Blake, Co. Sec. (AB); Ruth Gooch (RG); Jon Gooch (JG), minutes; Kerry Collinson (KC)

2. Minutes of last meeting

Minutes for 4th September were not available. Agenda for that used to review topics discussed.

3. Matters arising

a) Pub Nights have been successful. SS reported 17 at last event, up to 25 at some. Now main hall is not in use on Fridays, we may expand into there. Possible activities were mentioned such as a dart board.

b) New Year's Eve discussed, and views of regulars to the Pub Night to be sought. Possibly open on Friday 29th as well, subject to interest.

c) Dance on 4th November. KC reported ticket sales were good at around 50. Hoping the remaining 20 will sell soon. RG offered to arrange purchase of food, KC to assist with food prep. SS and MG to man the bar. As there is a Pub Night the day before, beer on draft will be arranged. AB advised cheese from previous event is held in freezer, and will assess number of portions available. Cash for band's travel costs (£80) has been set aside (AB).

d) Information Office Certificate has been printed and placed in Notice Board

e) Porch enclosure – JG to chase builder for ideas and quotes.

4. Bookings Report

RG said that bookings are more stable now and the new Yoga sessions are proving popular. Main problem is that it has come to light that the Taekwondo leader has not paid any invoices since about June 2022. Approx. £1600 is owed to us.

AB will be chasing this by e-mail, or post if a current address can be found. Hopefully he may still be at, or contactable through his last known local address.

Meet and Eat. RG and KC met with other helpers and agreed they were keen to continue this after MJ steps down in December. However, an organiser will be needed if similar substantial meals are to be provided. RG had found a village hall she knows offers a more simplified version called Soup, Sweet & Stay. SS had also wondered about a Pub Lunch with simple food, and the bar open.

These ideas were considered worth pursuing as they involve less work and less costs of electricity etc. The volunteers will assess opinion at next Meet & Eat.

ACTION

SS JG
RG AB

RG
SS

SS

JG

AB

RG &
KC

5. E-mails. A suspect e-mail had arrived at the Treasurers address. Fortunately, AB had been alert and realised the sender and response address were suspect and checked it out with SS from whom it had supposed to have come. SS advised our bank, as it was asking to authorise a payment (fictitious). All those registered have changed their passwords for bank log-in. JG has passed on a message to our e-mail hosts to check there is nothing untoward with our accounts. NB. Since the meeting, JG has received confirmation that it was a hopeful phising e-mail with details probably harvested from our website. They are becoming increasingly common and sophisticated ALL are encouraged to be wary and look carefully at sender details before replying or clicking anything in e-mails.

ACTION

6. Finance

Provisional accounts were supplied by AB although figures are to be added as depreciation is taken into account and final reconciliations are complete. AB agreed to have these all complete by the AGM on Monday 23rd. RG offered to give assistance with invoice reconciliation if required.

ALL

SS clarified our policies on recording expenses and other details.

AB also agreed to prepare a summary of event costs and income, possibly after the AGM AB also reported that cash flow is getting better and income from Quiz and Film Nights is helping and some Meet & Eats also contribute to income.

AB

AB

7. Dead Tree Replacement

JG asked if we felt we needed to replace the 'Resistant Elm', on the QEII Field, that had died in the last year. It was agreed we would not rush, and await any offers to supply a replacement, possibly in memoriam.

8. E-on / Smart Meter

JG reported that he had discovered a log-in and password for our E-on account when working on the Gmail account. Meter reading was submitted and a credit was then received for nearly £200. Also a request for a smart meter was actioned through the website. AB now has the details to allow meter readings and bills to be dealt with on-line.

AB

AB also said that he was pursuing the Feed in Tariff issue and was about to submit the many documents requested by E-on's agents.

AB

AB also agreed to liaise with Michael from the Bowls Club to read the water and electric meters and will prepare an invoice for them to pay.

9. AGM

SS advised that he hoped to be present but may be suffering from an impending inoculation, so requested JG to stand in if necessary. Agreed. It was agreed we should look to a different day of the week for next year as the vicar was not available on Mondays. Exact date to be left until later in the year. We will have the bar open before and after to encourage social mixing and try to attract additional trustees / volunteers. RG offered to prepare tea and coffee.

SS

JG

RG

10. AOB

E-mail storage of previous minutes – JG to organise. SS to pass insurance queries to AB who will update the contact details which are out of date.

JG

AB

11. Next Meeting – Wednesday 15th November at 7:30pm.

Meeting closed at 8:30 approx.