

**Minutes of the meeting of the Trustees of  
Thornham Village Hall & Playing Field  
8<sup>th</sup> August 2019 at 0930**

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Attendees:

JW, LW, SS, TM, SH  
Sally in Attendance

Apologies:

MW, AJ

**1. Apologies for Absence**

Andrew Jamieson, Marcus Wakefield

**2. Minutes of the meeting of 13 June 2019**

Agreed we will rotate minute taking through the Trustees.

Minutes approved, SH proposed and SS seconded.

Agreed that we must sign the minutes of the previous meeting at the subsequent meeting.

**3. Matters Arising**

- a) Did not win the Calor Gas Community Fund, but did very well to get into the final. Thanks to the support and effort. Came second in the Tesco Bags of Help.
- b) First Aid refresher course, Sally contacted relevant parties and moving forward.
- c) Bank mandate in process.

**4. Financial Report**

SM presented P&L to 5 August, a comparison with 2018. The biggest difference was a mis-coded £7K entry as donations that was actually grants.

SM also presented a cash flow summary for July – this showed a negative cash flow of £3,115, which included a one off electricity payment of £2,118.

SM presented a high level budget to the end of the year showing income expected of £18,950 vs expenditure of £18,650. This does not include the £2000 from the Parish Council, which is confirmed but may not arrive in the 2019 year.

Agreed that SS can take the message back the TPC that we can accept the payment in 2020 not 2019, if that helps the Parish Council.

Overall, we must maintain tight control of our expenses and also ensure we keep up the income side both with commercial activity and fundraising.

Electricity – this is very high. Air-conditioning may be a high contributor. Also Ground Source heating system and pumps, the immersion heaters and the free rain system. TM is researching. Negotiating with EON as a charity, so getting a reduced rate and continuing to negotiate on VAT. It is now 50% at 20% and 50% at 5%. Agree pursue Clamp Meter and then get an electrician in. Possibly combine with the Insurance Electricity Check.

LW raised the question about charging rates and were we covering the costs. Agreed to find out the electricity costs and then look at the charges in the light of these costs.

Aim to get information by October meeting  
TM to try and get the Clamp from EON and Pat Hendry to fit.

SM going forward to show the bank balance

## **5. Health & Safety – appointment of responsible Trustee**

AWM had the portfolio for Health & Safety. LW has agreed to take this portfolio on going forward, however it is important that the Trustees all recognize that they have collective responsibility for H&S.

JW to put LW in touch with Jan Mitchell.

LW raised the issue of Bike racks – should they be more obvious? LW to talk to Jan Mitchell.

## **6. Booking secretary Report**

Report received and accepted from Sally Cotton.

Highlights:

- 7 weddings booked for next year, all close together and need managing. Agreed will add outside bands to the check list. New wedding price is £1250, including Kevin Felgate at 23:45 to shut down.
- Art exhibitions – three left this year
- Vintage fair – two more left this year

Agreed CV and IB can talk to Brian Laxton about Grundisburgh Village Hall, and keep JW and SM in the loop. Going forward look to refer other Halls to newer builds who may have more up to date information.

## **7. Hall Committee Report**

Report received and accepted from Tony Morris

Doors to Storage area now done – all thanked Tony for this.  
Walls touched up, looks good. Agreed worth keeping up with this every six months or so.

Satellite equipment will need updating and no official support. CB and TM researching new system, with remote set up. SH could perhaps get sponsorship for this.

No further with a CB replacement for theatre in January. Possible cover it by:

- CV will do Front of House
- Technical – new kit may help, remotely programmed from home or sub-contracted. Possibly £700 for package of ten – SH to look at potential sponsorship.
- Development of the programme – outstanding, essentially Sales & Marketing

How do we get to new audiences? Need to hit more than Thornham. Single A4 sheet, perhaps based on the 100 Club Letter. Hunstanton Tourist Office?, Deepdale and Hunstanton Town & Around?

Aim: Quarterly A4 sheet, Sally to organise

## **8. Grounds Committee report**

Report received and accepted from Stephanie Mocatta. Decision: Pay £650 for Grounds work to the field in the Autumn

Get Geoff Harris involved in the tennis - SM

Agreed pay £650 towards – SM to arrange

Get two new honesty boxes – SM to get Magpie Locks to invoice TVHPF

Consider Marcus as Heads of Grounds Committee. SM to approach.

Consider approaching Billy King-Harman as a Grounds Committee member. SM to approach

## **9. Fund Raising**

Report received and accepted from Sue Herbert

- Very conscious that Fun Day is not going ahead. Acknowledge that FD was £10K, but this was exceptional.
- Friends of TVH – a supporters group.
  - Looking for donations, people who want to support but may be time poor. Minimum annual donation, can be gift aided.
  - Regularly update friends as to latest projects.
  - Opportunity for corporate membership. Agreed SH to proceed with Friends. Agreed expenditure on leaflet etc
  - Worked with Patricia Hewitt, perhaps consider a future role in Friends for Patricia. SH to work on this.

- A number of smaller events organized, effort is a lot less.
  - Try the bar at Stroke Association
  - Jeanett at Drove helping organize Swishing
  - Apple Day, Drove, bar and refreshments
  - WW x 3 are in the diary for 2019 – consider advertising now.
  - Nutcracker – Sunday before Xmas – possibly expand as a family event. Make a small presentation to Chris B. TM and SS to think of present for CB. Consider mini roundabout.
  - January – Race Night with Deli. SH to talk to the Cricket Club.
  - Melanie Venes kindly offered to do MM x 2
- Village Event in the Summer 2020, ideas
  - A big sports day with BBQ
  - Raft Race with regatta – MW keen and would lead.

Agreed that Marcus to proceed with planning a raft race.

Sally to do a Winter / Christmas brochure by October half term

JW thanks SH for all her work on this fund-raising.

#### **10. To consider the installation of a screen /video display in the foyer**

Agreed to put this to one side now and review in 2020 when clearer on funds.

#### **11. Any other Business**

A) Sue Hardy Memorial

JW has spoken to Vic, Plaque was suggested. Bench and plaque inc childrens extension, JW to liaise with BagLadies and TPC. Looking at a total of £1,000 shared.

b) Planning Permission – New Entrance

LW – moving forward with this. Plan for the entrance, not to be used constantly. Really for use at big events, will have a gate across for control. 5.2meters wide, so it will be two cars wide. Taking out a small section of hedge – not a problem as this is a new hedge. Approximately opposite Staithe House. Jonathan Doughty has kindly agreed to do the plans free of charge. Need a hard wearing entrance – asphalt. Eight additional car park spaces on plastic mesh.

Agreed get the planning permission application in and then look at costs after that. Agreed LW to continue with this.

c) Insurance, raft race sponsorship

Agreed to get a quote for £10M for public liability.

d) Emma Bett

Agreed to go ahead with this, with a probationary basis to 1 Jan.  
EB and Sally to work together to decide who does what.

e) Additional play equipment

Budget is £14,000 for the new equipment. Fund raising +£7,000.

Agreed that LW will look at KLWNBC for funding

Agreed that SM will look at Community Asset Fund for Sport England

Increase public liability to £10M,

f) Neighbourhood planning

This requires a final open day. Could the Trustees consider giving the Hall for free as a specific request from the Parish Council?

Yes in principle, subject to it being a free weekend. This is a once off exception as it will be to the benefit of the whole village.

Agreed that the TPC will be allowed the meeting room for free in the short term, while the new councilors are being bedded in. It is recognized that TPC should be paying for these meetings. Review this in April 2020.

Finally it was acknowledged that the Parish Council meetings themselves will always be free of charge.

Meeting closed 11:55

Date of next meeting: 10 October 2019, 0930