

**Thornham Village Hall
& Playing Field Ltd**

THORNHAM VILLAGE HALL AND PLAYING FIELD LTD

TRUSTEES MEETING 12TH APRIL 2018

DRAFT MINUTES

In attendance : John Warham (JW), Ian Barrett (IB), Colin Venes (CV), Alison Wakes-Miller (AWM) Stephanie Mocatta (SM), Sue Hardy (SH), Andrew Jamieson (AJ), Sally Cotton (SC)

Apologies : Tony Morris

Confirmation of Minutes of Previous Trustees Meeting :

Confirmed as a true and accurate record with no amendments. Approved and proposed by SM and CV.

Matters arising from the last Minutes :

The environmental film, 'A Plastic Ocean ', was screened at TVH on 16th March. It was a successful event with approximately 80 people attending, mostly from outside Thornham. The organisers were pleased with the turnout and it was deemed a success.

Reports and Accounts :

IB presented the Reports and Accounts for 2017 to the Trustees for approval.

There being no issues raised, it was proposed by AJ, seconded by CV, and unanimously agreed that the said Report and Accounts be adopted by the Board and be presented to the AGM in June 2018. IB/JW were authorised to, and duly signed the accounts on behalf of TVHPF Ltd.

IB offered his resignation as a Trustee, Company Secretary and Finance Director to the Board with effect from the AGM in June 2018

Sue Hardy offered her resignation as a Trustee and Treasurer to the Board, with effect from 31st December 2018.

Constitution, Governance and Director's Update :

SM proposed an organisation chart and template for future Board structure. The chart was circulated to Trustees and was well received. It was proposed that it should be sent to the Parish Council with a cover note to aid them in their search for new candidates.

Governance Code :

TVH&PF has been included in the short list of a national competition being run as part of The Charity Governance Awards 2018.

It was agreed at the last Trustees meeting to discuss the Charity Governance Code for Smaller Charities at each meeting. There are seven key sections in the document. At each Trustees meeting one section will be reviewed against our current practice, and relevant action taken. This would demonstrate good practice and help to ensure that we are in line with current statutory requirements.

Item 1 – Organisational Purposes – Strategy, purpose, performance and impact.

It was suggested that a calendar of key items should be made recording actions on certain events eg: Soup and Sandwich Lunches. Agenda second item on June meeting. CV to draft paper to be discussed at the next meeting.

Directors Interests, per the Articles of Association :

SC is to provide a Declaration of Interest form for Trustees where necessary. The form is to be formally completed and signed by the individual where there is a declaration of interest, and is to be included in the next Agenda.

Xero update :

Xero is currently working alongside the manual system for the first quarter for comparison, and will possibly continue through the second quarter until it is fully mastered. There has been heavy expenditure in the first quarter, which was budgeted for, but a strong grip must be kept on future expenditure.

Bank Mandate :

IB is to be removed from the bank mandate and be replaced by SM (presuming SM takes the role of CEO).

Strategy Meeting and Five Year Plan Update :

The new revised strategy plan has been agreed by the Trustees, concentrating on maintenance and work that needs to be done.

Health & Safety :

The 'No Dogs' notices are in place, and the required notices have been put on the dishwashers.

Health and Safety talks for volunteers have been arranged with Jan Mitchell at the hall on 11th April 4pm – 6pm and 12th April 10am – 12 noon. Fun Day volunteers will also be offered training SM an AWM to arrange.

Event Co-ordinator Report :

The summer season is a busy one at the hall. Alongside the regular activities there are four weddings, four Art exhibitions, Textiles in Action, The Makers Mark, and various other events throughout the season. We have two wedding bookings so far in 2019 and one in 2020. SC will work on promoting the hall as a wedding venue. The Trustees approved

expenditure for the marketing which could include hosting a wedding fair in the spring 2019.

The Post Office Van at Thornham - The service will hopefully be up and running at the end of April/May. The van will visit Thornham on Tuesdays 14.15 – 13.15. However, a good mobile phone signal is required in order for the van to operate. The current signal is intermittent and a fixed line in a locked box will probably need to be installed on to the building, somewhere accessible where the van can plug into. This means the van will need to be parked at the front of the hall and not in the rear of the car park as originally agreed. It will impact the available parking spaces for the Soup & Sandwich lunches which are held on Tuesdays once a month during the season. SC is to find out if the visit time can be changed before agreeing to the installation of the phone line.

Grounds Report:

The Trustees authorized the appointing of a Groundsman for TVH on a part time basis – 2 x 5 hour days. It was agreed to offer the role to Adrian Siddle, subject to the appropriate DBS or equivalent check. SM and JW to interview candidates and work on a list of required tasks.

An increase in fees for the use of the football pitch for the next season was agreed. The charge will be £50 per match to cover the cleaning costs etc.

Fun Day Update:

SM gave enormous thanks to the Fun Day team who have worked tirelessly on the event. A considerable amount is now organised and ready to go. “Thornham Goes Green”. The Fun Day will be using eco – friendly disposable products that can be composted on site. It will be featured strongly in the publicity/ marketing. Trustees approved the purchase of branded T-shirts for volunteers to wear on the day to help identify them, and also help in the event of a lost child/first aid/ and H & S. The Trustees agreed to use the Chairman’s allowance to pay for drinks etc afterwards. Venue TBC.

Data Protection:

The GDPR regulations come into effect in May 2018. The exemptions are unclear, therefore, SM recommended that TVH does everything it can to comply with the new regulations, even if we may actually be doing more than required.

TVH has taken the following steps to date-

- 415 people from the master list on mail chimp have been emailed a request to click on a button to opt- in, along with the members of the 100 Club. The Film and Theatre Club members, and the Tennis Club members will also be asked to opt-in.
- SM will create a master list of responses at end April 2018. Non - responders will be chased, and a master list compiled. The master list will be kept on Mail Chimp and email responses will be kept in a separate folder in the TVH gmail account.
- We also hold contact details for hall hirers. In order to make sure that our hirers understand that we hold information and how we use it, SC will add Appendix B to the Hirer’ Agreement.

The Trustees agreed to the above steps and authorised SM to continue.

A.O.B.

To date, the request to the Deli for payment of their contribution towards the car park repairs has been non - responsive. SC is to send them an invoice.

JW has been investigating the possibility of introducing charging to use the car park to help with maintenance costs. Creative Parking operate vehicle registration charging. JW has circulated information on the proposal to the Trustees. Trustees are send comments to JW, to discuss with Creative Parking, and to investigate more fully.

Sue Herbert has set dates for 2018/19 Winter Warmers, and is in the process of booking speakers.

Date of next Trustees meeting and AGM - June 14th at the Hall