

**Thornham Village Hall  
& Playing Field Ltd**

**THORNHAM VILLAGE HALL AND PLAYING FIELD LTD**

**TRUSTEES MEETING 14<sup>th</sup> JUNE 2018**

**DRAFT MINUTES**

**In attendance :** John Warham (JW), Colin Venes (CV), Stephanie Mocatta (SM), Sue Hardy (SH), Sue Herbert ( SHBT ) Tony Morris ( TM ) Sally Cotton (SC)

**Apologies :** Alison Wakes-Miller (AWM ), Andrew Jamieson ( AJ ), Sam Staveley (SS)

**Confirmation of Minutes of Previous Trustees Meeting :**

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

**Appointment of Directors :**

SH, CV and SM all co-opted to join the board. Sam Staveley has been appointed by the Parish Council. All unanimously accepted

**Matters Arising :**

It was agreed that the possibility of introducing charging to use the car park via Creative Parking will be revisited in the future, and will be included in the next Agenda for discussion.

TVH&PF have been approached by the Norfolk Coastal Partnership, with a plan to create a coastal path around Thornham. This will ultimately put pressure on the TVH car park. JW is to find out more and report back.

**Treasurers Report and Accounts :**

The accounts are in a healthy financial situation with a backing of a good level of reserves. However, there are ongoing repair bills and expenses in the short term, and a careful eye is to be kept on cash flow. All expenditure is to be agreed by SH prior to purchase. JW will authorise all payments over £100.

### **Trustees Roles and Responsibilities :**

Wendelien Bellinger stood down as a Trustee in September 2017, Susan Bowden-Pickstock stood down as a Trustee at the end of the year. Ian Barrett stood down as a Trustee, Finance Director and Company Secretary at the AGM. Sue Hardy will stand down as Treasurer on 31<sup>st</sup> December 2018. We welcome Sam Staveley and Sue Herbert as new Trustees.

Trustees Roles:

SM is to take on the role of CEO

JW - Chairman

SH - will remain as Treasurer until end December 2018

AJ - Community Representative and Vice Chairman

AWM - Health and Safety

CV - Grants but will stand down as a Trustee from June 2019

TM – Hall Chairman

Sam Staveley – Company Secretary

Finance Director – Role to be filled

SHBT – Fundraising

It is important to integrate the new Trustees to the team, and for all to integrate more fully in the community.

### **Governance Code - Leadership :**

It was felt that the need to review the way we operate is important, and that we would benefit from clearly defining everyone's roles and responsibilities. Care and consideration is to be given to set down clear guidelines that set the Terms of Reference for our key committees. These guidelines should help Trustees and committees to work to maximum effect and they should establish clearly the lines of communication that run between all parties. so that everyone is aware what is required.

Safeguarding is an issue on which we have a policy but it is four years old. This is an area of continual change. CV strongly suggested we note it for the agenda for the October meeting to review and update our policy/guidance and practice. It was suggested that we invite Wendelien Bellinger to join the August meeting for advice.

### **Directors Interests, per the Articles of Association :**

SC will circulate a Declaration of Interest form to Trustees

### **Xero update :**

JW, SM and TM, are to meet with Stephanie from Lovewell Blake to discuss life without Sue as Treasurer.

SM, SH and SC to arrange a meeting together to put in plan the management over various roles in preparation for Sue's departure in December.

### **Bank Mandate :**

Ian Barrett is to be removed from the bank mandate, SM and SC to be added to the mandate.

### **Health & Safety :**

The cost of the repairs to the equipment in the children's play area is to be met by the Bag Ladies. The TUC will support the cost of repairs to the climbing frame. Report signed off.

**Event Co-ordinator Report :**

A diary of hall events for the remainder of the year, and a list of bookings for 2019 were presented to the board. The marketing campaign to promote the hall as a venue is in progress. A wedding brochure is being designed, and social media is being used to promote events and create interest.

**The Post Office Van at Thornham –**

The Post Office has confirmed that the service is going ahead, and will hopefully be up and running by the end of July.

**Grounds Report:**

The new Groundsman, Adrian Siddle, is working very well, and the playing field is looking much better. New equipment has arrived and a new container has been installed for storage. The new electronic cricket scoreboard will be unveiled on the playing field on 7<sup>th</sup> July by Graham Gooch.

The kitchen in the Pavilion is now complete and is working well.

Tennis memberships are being renewed and the bookings are going well on the court.

Sports England Ground Works are continuing though the season.

**Fun Day Update:**

The planning of the Fun Day is going brilliantly, the committee is doing a great job.

34 volunteers have already confirmed and a further 20+ are expected.

Social Media and advertising is being ramped up and a live website is available.

**Hall Report :**

The Hall Committee met at the beginning of the month for the first time for several months, and will be meeting every month during the busy season. Immediate maintenance items are being addressed:

Replacement of storage area doors in the hall

Repair of car park bollard

Repair of tap in ladies

Fire alarms are causing problems, TM to research replacing the alarms with smoke detectors

**Village Cinema and Live By Satellite :**

Chris Burland has given notice of his retirement in January 2020. Everyone agreed that Chris has done a fantastic job in building up the village cinema to the successful position it is in now. It will be a huge task to replace Chris, and serious discussion is needed on how to do it, and also to recruit extra help in the cinema/theatre team.

**Data Protection:**

All responses are to be collated into one report for further action.

**A.O.B.**

Parish Council meetings are to be free of charge.

**Date of next Trustees meeting : Thursday August 9<sup>th</sup> – time TBC**