

**Thornham Village Hall
& Playing Field Ltd**

THORNHAM VILLAGE HALL AND PLAYING FIELD LTD

TRUSTEES MEETING 4th OCTOBER 2018

DRAFT MINUTES

In attendance : John Warham (JW) Chair, Stephanie Mocatta (SM), Tony Morris (TM), Sam Staveley (SS), Colin Venes (CV), Alison Wakes-Miller (AWM), Andrew Jamieson (AJ), Sue Hardy (SH), Sally Cotton SC (note-taker).

Apologies : Received and accepted from: Sue Herbert (SHBT),

Confirmation of Minutes of Previous Trustees Meeting held 14th June 2018 :

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

Matters Arising :

i. Coffee Van – Carrie Harvey. Following Carrie’s decision not to continue bringing her van to the playing field, it was agreed that she would be invited by TVHPF to attend specific events eg: Cricket matches, Kids Club events, and outdoor theatre events, but will exclude Fun Day
JW to inform Carrie Harvey

ii. SC has circulated a Declaration of Interest form to Trustees for completion and return. Completed forms have been given to SS to keep copies in formal record and check against the Companies House request to see if action required.

Treasurer’s Report

SH presented the Treasurers report showing the current financial position. Quarter 3 figures will be circulated ASAP. SH also presented a sheet of monies received on the Fun Day and offers comparison to previous years. A full and detailed report on the Fun Day prepared by SM can be found on Xero.

Governance Code – Leadership – CV

CV presented a Trustee Code of Conduct for consideration. This process is in development and ongoing. CV had highlighted in red items to be discussed, amended or changed to suit the needs of TVHPF. All points were discussed and changes were agreed, CV will make the amendments and discuss further in the December meeting.

The job description of the role of Chair was agreed in the previous meeting that it is an excellent model and it would be used to assist in drafting Vice-Chair, Company Secretary and CEO job descriptions which will be addressed in the December meeting.

Website Update

It was agreed that the current website requires a revamp and updating, and to become more user friendly. SC agreed to manage the website on a regular basis, and to approach Tec Tamers with a view to carrying out the upgrade. Amazon Smile is now functional and will give purchasers the option to donate to TVHPF when they place an order with Amazon.

Xero update

SC needs clarification on certain Xero procedures and will contact Lizzie at Lovewell- Blake for assistance. SC stated that she is happy to continue working on Xero in relation to subjects connected to the hall bookings, administration and finance etc, however she is concerned that with her current workload she won't be in a position to take on all of the additional finance work when SH resigns as Treasurer at the end of December. SC will produce details for the next meeting of the support that she is prepared to manage which will define the areas which will need additional management. It was agreed that a person with accounting experience should be found to take on the shortfall. SS offered to approach a possible candidate, which was agreed he should do so as soon as possible.

Health & Safety : AWM

Work on Children's Play area is to go ahead in autumn. BagLadies have kindly offered a donation to pay for the works. Adrian is to continue maintenance work through Autumn/Winter. It was requested that a First Aid refresher course should be arranged, especially for new Trustees. **AWM to arrange asap.** Kevin Felgate is to check the play area every two weeks as contracted to do so. **AWM and TM to review and action.**

Event Co-ordinator/ Booking Secretary Report:

SC reported on the current regular activities at the hall and events booked in 2019 & 2020. The fitness classes are all well populated and art exhibitions, private parties and weddings already booked for 2019/20. Marketing strategy is continuing, with a dedicated wedding page now on the website, and an advertorial will be featured in the next issue of North Norfolk Living magazine promoting the hall.

Hall Committee Report: TM

Report previously circulated by TM. New Fire Alarm Panels have been fitted, system keys and spares are now available. There will be training in their use for trustees. Maintenance work has been carried out on the air conditioning system, the underfloor heating system, water

leak in the kitchen and adjustment to the MR door. Other minor repairs have also been carried out.

TM has received a revised quote for the replacement of the storage room doors which was previously approved by Trustees. Thanks was given to the Hall Committee for their work.

Grounds Report: SM

The remainder of the grant from Sports England is being used to improve the playing field. Adrian continues to work well and has done a great job trimming the hedges around the playing field. The Thornham cricket team has recently been promoted which is good news for the field

Fun Day Update: SM/ SHBT

SH could not attend the meeting but previously circulated a detailed report on the Fun Day. A detailed financial report prepared by SM can be found on Xero. The event was a huge success thanks was given to everyone involved.

AOB

Chris Burland will be retiring from running the cinema in January 2020, serious consideration must be given regarding finding a replacement. Everyone was asked to keep their eyes open.

JW suggested that thought is given to new hall signage in the future, particularly in the car park, and advised Trustees to look at the Wereham Village Hall website for inspiration.

AJ presented information regarding the Gigabit Broadband Voucher Scheme. The purpose of the scheme is to increase the speed of deployment of full fibre networks within the UK and to encourage suppliers to invest in gigabit capable services. AJ would like to encourage all businesses to participate, and will make the application on our behalf. **Agreed**

Date of next Trustees meeting :

Thursday 13th December at 09.00 – time TBC

Sally Cotton

Note-taker

4th October 2018