



**DRAFT MINUTES OF MEETING OF THE TRUSTEES OF
THORNHAM VILLAGE HALL & PLAYING FIELD HELD VIA ZOOM
ON THURSDAY, 22nd APRIL 2021 AT 09.00 HOURS.**

JW introduced the meeting and all the Trustees acknowledged Tony's death and his great contribution to TVHPF.

JW welcomed Clare Barker to the meeting as an observer.

1. Apologies for Absence

MW, SS and AJ sent their apologies

2. To approve the Minutes of the meeting held on 18TH February 2021.

Approved – all agreed.

3. Matters arising.

Vets football – agreed wait and see if this comes back

Sally & Adrian to mark out boundary in the next week.

4. Reopening Policy – SM to lead

Soft re-opening from 17th May (subject to Government advice. Full re-opening, possibly with additional checks from 21 June, again subject to Government advice. Wait until the week before 17 May before any final decisions and actions, as things may change. Vital that any external users conduct their own COVID assessment of their event and provide TVH with this and their delivery plan – the key is this is their responsibility.

Agreed – wait and see what the advice is the week before 17 May.

5. Bookings Secretary Report. SC to report

The hall will have a staged reopening beginning with classes on 17th May, Polling Station use on 6 May and the Wedding Fair 6 June. A detailed Risk Assessment has been carried out by the council and the Wedding Fair will conduct their RA on 7 May.

Only two classes will be returning after 17 May – Clare McKenna – Yoga and Shelly Ross – General Fitness Class. Suzie Povey has decided to move all her classes to Old Hunstanton Village Hall for convenience as she lives 5 minutes away from the hall. Sarah Minney is hoping to return but has not confirmed yet.

There have been a lot of enquiries regarding holding events at the hall post 21 June with several confirmed bookings, and interest in the wedding package in 2021 and 2022. One wedding in July has been cancelled due to ill health, there are two weddings remaining and one TBC. Two weddings are confirmed in 2022. New confirmed bookings are a candle making workshop and a baby massage group.

EVENT BOOKINGS 08/04/2021

6 May	Polling Station	7am – 10pm	+ set up/clear up
18 May	Textile Coffee Morning	9am – 1pm	TBC
23 May	Yoga Workshop	9am – 4pm	Clare McKenna
26 May	Parish Council Meeting – Hall	6.30pm – 10pm	TBC
1 June	Candle Making Workshop	9.30am – 2.30pm	Meeting Room
4 June	Wedding Fair Set-up	2pm – 6pm	Hall & M Room
5 June	Wedding Fair	11am – 4pm	
6 June	Wedding Fair	11am – 4pm	Clear up
13 June	Norfolk Cycle Event	Details TBC	
15 June	Textile Coffee Morning	9am – 1pm	
25 June	Open Gardens	Set up	
26 June	Open Gardens	Details TBC	
2 July	Art Exhibition	Cat Downes	TBC
3 July	Art Exhibition		TBC
4 July	Art Exhibition		TBC
6 July	Candle Making Workshop	10.30am – 2.30pm	Meeting Room
9 July	Film Night	To Catch a Thief	TBC
13 July	Textile Coffee Morning	9am – 1pm	
17 July	Big Tent Meeting	10am – 12 noon	TBC
30 July	Sausage Sizzle		TBC
3 August	Candle Making Workshop	9.30am - 2.30pm	Meeting Room
7 August	Tony Memorial	All Day	Hall & MR
11 August	Cricket Festival	All Day	Hall & MR
12 August	Cricket Festival	All Day	Hall & MR
13 August	Cricket Festival	All Day	Hall & MR
14 August	Art Exhibition	Sarah Buck	Hall

15 August	Art Exhibition	Sarah Buck	Hall
16 August	Art Exhibition	Sarah Buck	Hall
20 August	Gibson Wedding	2pm	Set up
21 August	Gibson Wedding		
22 August	Gibson Wedding	12 noon	Clear up
27 August	Williams Exhibition	8am	Set up
28 August	Williams Exhibition	10am – 5pm	
29 August	Williams Exhibition	20am – 5pm	Clear up
3 September	Langveld Wedding	Set up	TBC
4 September	Langveld Wedding		TBC
5 September	Langveld Wedding	12 noon	Clear up TBC
10 September	Norfolk Creations	7.30am – 6pm	Set up
11 September	Norfolk Creations	10am – 5pm	
12 September	Norfolk Creations	10am – 5pm	
13 September	Norfolk Creations	10am – 5pm	Clear Up
14 September	Textile Coffee Morning	9am – 1pm	
18 September	Stroke Awareness Day	9am – 5pm	TBC
19 September	Stroke Awareness Car Boot	9am – 5pm	TBC
25 September	Dark Skies Festival	10am – 5pm	
1 October	Summerfield Wedding	1.30pm	Set up
2 October	Summerfield Wedding		
3 October	Summerfield Wedding	12 noon	Clear up
8 October	Wedding Fair	2pm	Set up
9 October	Wedding Fair	10am – 4pm	
10 October	Wedding Fair	10am – 4pm	Clear up
3 December	Winter Gift Fair	10am – 5pm	Set Up
4 December	Winter Gift Fair	10am – 5pm	Sale and clear up

JW complemented Sally on the work on the wedding fair and the brochure – will hopefully lead to more weddings and similar events.

SC – Wedding Fair may have to be moved as currently 6 June, there is a risk assessment on 6 May, SM offered to attend.

SC – Sarah Minney talking to her classes about the parking charges and whether she returns. Agreed to log the car parking enquiries.

SC – it is actually quite nice to have the flexibility without the classes, not unduly worried. There may be more classes as things settle down.

SC – enquiry from Glen Cooper, a singer, comes from Fakenham originally. He is thinking about doing a live music event 60/70/80s music. He will sell tickets via Eventbrite, we would get a percentage of ticket sales. We could hold a bar and get the profits. Friday 23 July.

All agreed that we should pursue as a Hall Hire, consider a bar nearer the time.

6. Car Park – new entrance MW

MW – new entrance is now completed and a great job. They also did the path to the playground, removed the electrical bollard and the signs. Some new signs ordered, MW has fitted the new signs, now there are two signs on the Exit. We need to put up the larger No Exit sign. MW and Kevin Crompton to work out new posts and complete this in the next couple of weeks.

JW – should we consider narrowing the entrance? MW Not for the moment, let's wait and see what happens with the signs.

LW – If you use the Deli Car Park do you have to use TVH exit? JW / MW The Deli car park is entrance / exit.

MW – fencing around the new area, quote is agreed, when can we start? SM – still trying to get a grant, if this is not successful. Trustees agreed to go ahead.

Work plan:

- Straighten broken fence
- Put in sign
- Re-move the honesty boxes
- Then the fencing

JW thanked MW for all his work on the car park.

6. Hall Committee – JC to include Energy/electricity review.

JC - Update on electricity, charges for 'authorised supply capacity' have halved (this is charged to business users) will save around £470 per annum. Thanks to SC for all her help on the admin for this.

The bills now seem more understandable and reasonable. These bills will go down further, there was an immersion heater running overnight and this is now turned off. The solar panels and the battery are now operational – we will begin to see the effect of these over the next few months. It appears that on many days we are around 100% self-sufficient on sunny days. On average around 70% self-sufficient.

JW thanked JC and SC for his work on VAT as well, and getting the VAT refund.

JW – on Solar panels – as soon as the sun goes over the Yard Arm, electricity generation ceases. Should we consider solar panels on the front of the hall? JW asked LW if she could find out the situation with respect to Planning Consent on the front of the hall? LW to ask.

JC agreed that more solar panels on the West side would make sense.

Action: LW to see if she can find out about the need for planning for solar panels on the West side.

JW – on Ground Source heating – where are we on servicing this? JC no progress on getting this serviced at this time. JC working with ThermoFloor to work out the current situation and then approach other suppliers.

JC – meeting cabling man to instal a wireless bridge to the Pavilion for Wifi.

JC – still have not got rid of the old hall chairs – Hall Committee looking at this next week. Possibly give them to a homeless charity. All agreed.

7. Fund Raising 2021 – SH

SH - we are planning an event! Open Gardens planning well under way, 26th June. Lunches and Pimms bar, Plant Stall and possibly Bag Ladies at the Hall. Church will do teas / coffees / cakes. SH will do a report when things are further along.

Also fixed a date, 30 July, for Sausage Sizzle. We have agreed not to continue with the TCC

SH – meeting with Katie Albert on a possible Vintage Sale, will report back

SH – starting to organise Winter Warmers for next season, dates have been pencilled in. A couple of speakers lined up. SH to meet with Mark Goode at the Orange Tree about suppers, as he has given enormous support over the years and Sue to ask him what he wants to do going forward.

SH – possibility that we may do another Race Night with the Deli – wait and see. Also our audiences are very cautious, so we should be cautious as well

All agreed this was a good way to progress

8. Health & Safety – LW – Policy following Jan Mitchell's retirement.

LW – has reported that Jan Mitchell has not fully retired. Liz to contact Jan Mitchell to see if she will re-start, or if not if she can recommend someone else to replace her.

JW – we can handle the situation in the short term, with Kevin Felgate.

Action: Liz to contact Jan Mitchell.

LW – have reviewed the playground, meet with SM and MW once new fencing is complete to assess the area.

9 Grants and Finance update - SM

Overview

The Hall remained shut for all of 2021 to date, regular expenses have been reduced as much as possible and we continue to receive Government COVID funding.

We have had two major expenses in these months:

Car Park New Entrance: £26,000

Battery for Solar Panels: £. 9,100

Both of these were agreed by the Trustees and were necessary

Profit & Loss – Year to date

Year to Date we have made a loss of £13,996. This is compared to a profit in 2020 of £8,138 and in 2019 a profit of £11,511 for the same period.

Whilst this appears to be worrying there are several factors:

- The two major expenses above, the car park and solar battery being over £35,000
- Due to increasingly more efficient collection of 100 Club dues, these were mostly paid in December 2020 for the 2021 year, a reduction from £5785 in 2020 to £1435 – we still received a very similar amount for 2021, however the cash was received in 2020.
- We have two potential grants waiting to be received:
 - £3,000 from BEE in relation to the Battery – we expect to receive this in April, I am chasing this.
 - £8,000 additional re-start grant in respect of the Cricket Pavilion. I have chased KLWNBC on this and am relatively happy it will be received.

With these two grants, if they are received, we will have made a loss of £2000 over the period and put in a new car park entrance which is already improving safety and a solar battery which will significantly reduce our electricity costs and make us more sustainable.

Cash Flow to date

The Cash Flow (provided) to date shows a negative cash flow of £12,899 which is consistent with the P&L above. We do have £122,115 cash reserves. The Trustees have addressed investing part of this for investment income, however in the current climate nothing that guarantees the capital produces any significant income and I suggest we review this in six months' time.

The issue of more than £85,000 with any one bank account is still outstanding, in the event of a failure of Barclays bank.

Covid Grants

SM provided a breakdown of the COVID related grants to date, this does not include the potential £8,000 re-start grant in respect of the cricket pavilion. I am looking at Sport England re-start grants, although we may have trouble showing hardship.

Conclusion

Given the pandemic and closure of the hall I believe that TVHPF remains in a stable position, we have cash reserves equivalent to around 18 months trading and the maintenance of the hall and fields is up to date.

We have no outstanding debt (other than Uncle Vanya sales, which we are not chasing). All items are reconciled in Xero and all bill payments are up to date.

We are working with Kathryn Gigg on the year end accounts, they are taking the significant majority of the information from Xero. I have not focussed on the accounts, with the issues of COVID and other grants, but this will be a focus for the next quarter. Emma should be returning to work in the next couple of months, which will free some of my time.

I would still like to form a small Finance Sub-committee if any of the Trustees would like to join. Also I would like a possibly separate Grants Committee – Andrew has indicated he might like to join.

JW – with another Charity – Should we look at CCLL? Agreed we will look at this going forward, once we can contact post-Covid.

ACTION: Any Trustees (or attendees!) want to join a Finance Committee? Or a Grants Committee. Anyone interested to approach SM

10. Grounds Committee report – SM

Cricket starting shortly. Thanks to Jeremy we may be getting Wifi to the Pavilion shortly. Also the Scorers Hut should arrive in the next couple of weeks.

Tennis membership continuing to increase, current membership extended to 31 August 2021 in recognition of the fact the courts have been closed for a considerable time. Thanks to Winter Rose for his help on the Tennis Club.

Action: JW – to send a note of thanks to Winter Rose

11 Website Update – JW/SM

JW – little progress has been made on this. JW – if anyone would like to help going forward please contact JW.

12 Date of next Meeting and AGM

JW – Postpone the next Trustees meeting and AGM until July, so that we can do this in person – Thursday 15 July, 1:30pm

13. Any other Business.

JW – Tony Morris put a lot of work into the Hall, do we want to have a bench / table / plaque? August 7th memorial in the Hall should we tie in with these. Agreed we will finance, JW to ask Angela.

JW – sculpture by Polly Ionides in the back of the Hall, can JC raise this with the Hall Committee and put a plaque nearby? JC to check

Meeting closed 10:00

SCM

22 April 2021