



Thornham Village  
Hall & Playing Field

**MINUTES OF A MEETING OF THE TRUSTEES OF  
THORNHAM VILLAGE HALL & PLAYING FIELD  
HELD IN THE VILLAGE HALL ON THURSDAY, 17th March 2022 AT 14.00 HOURS.**

**1. Apologies for Absence**

SM, JC, AJ.

**2. To approve the Notes of the meeting held on 9<sup>th</sup> December 2021.**

Notes approved

**3. Matters arising.**

Go Greener policy - The Trustees formally adopted a Go Green Policy for the Hall

Car Park Extension – See Grounds report

**4. Bookings Secretary Report - SC**

Current Events Schedule is:

March 3 Gong Sound Bath Free Taster Session 11.30 am – 1pm

March 11 Wedding Fair Set Up 12 noon Sally C - open

March 12 Wedding Fair 11am – 4pm

March 13 Wedding Fair 11am – 4pm Clear up

March 15 Textile Coffee Morning 10am – 2pm

March 17 Trustees Meeting 2pm – 4pm

April 14 WNAA Exhibition 11am – 4pm Set Up

April 15 WNAA Exhibition 11am – 4pm

April 16 WNAA Exhibition 11am – 4pm

April 17 WNAA Exhibition 11am – 4pm

April 18 WNAA Exhibition 11am – 4pm Clear Up

April 19 Textile Coffee Morning 10am – 4pm

May 17 Textile Coffee Morning 10am – 4pm

May 29 Antique & Vintage Fair 10am – 4pm

May 28 Trustees Meeting 2pm – 4pm

June 2 - 5 Jubilee Celebrations TBC

June 12 Cycling Event TBC

June 14 Textile Coffee Morning 10am – 2pm

June 23 - 27 Norfolk Creations Artisan Sale 10am – 4pm

July 1 - 3 History Society Exhibition

July 7 Trustees Meeting 2pm – 4pm

July 12 Strawberry Lunch 10am – 4pm

July 19 Textile Coffee Morning 10am – 2pm

July 24 Antique & Vintage Fair 10am – pm

July 29 – 31 Garduno Wedding Set up 3pm

August 3 – 5 Cricket Festival

August 12 - 15 S Buck Art Exhibition

August 19 - 21 Cardy Wedding Set Up 1pm

August 31 Heartbreak Productions Outdoor Theatre Hall & part of field All day

September 8 Trustees Meeting 2pm – 4pm

September 13 Textile Coffee Morning 10am – 2pm

September 15 - 19 Norfolk Creations 10am – 4pm

October 4 Soup & Sandwich 10am – 4pm

October 18 Textile Coffee Morning 10am – 2pm

October 23 Antique & Vintage Fair 10am – 4pm

October 27 Trustees Meeting 2pm – 4pm

October 28 - 30 Wedding Fair 10am – 4pm

November 8 Soup & Sandwich 10am – 4pm

November 15 Textile Coffee Morning 10am – 4pm

December 11 Antique & Vintage Fair 10am – 4pm

December 13 Soup & Sandwich 10am – 4pm

December 15 Trustees Strategy Meeting

There is a healthy list of bookings for 2022, and a good selection of events across the year. Artisan Sales, art exhibitions, weddings, the welcome return of the Antique and Vintage Fairs, a new event – Chiffins Valuation Day - April, May and June with the possibility of becoming a regular event. The return of Soup and Sandwich and hopefully satellite screenings and the Film Club once the new equipment is installed. The cricket festival is returning 3 – 5 August. Heartbreak Productions are hoping to host a play on the playing field 31 August.

Classes are running well, Yoga, FABS and Zumba are all doing well, Gong Sound Bath sessions are still not attracting people, some people did go along to the free taster day on March 3rd but they didn't go back for the classes.

Currently there are no wedding bookings for 2023 – Tonia and SC are planning to promote on Instagram and Facebook.

The Instagram account continues to be managed by Tonia Acaster and it is gradually building up followers.

If anyone wants to post something on Instagram please go through Tonia and do not try and access it yourself as it messes everything up.

**ACTION** SC to circulate Tonia's email to all Trustees/Hall Committee. Trustees to send any snippets of news directly to Tonia.

Hall maintenance and repair programme issues are addressed in JC's report.

## **5. Car Park – update on income and operational issues. JW/SS**

Income – see Finance report

## **6. Pavilion Project – Update – SM**

See Grounds Report

## **7. Investment of Funds – to authorise JC to invest £50,000 in COIF Funds**

Trustees formally agreed to instruct Jeremy to make the investment

## **8. West Bottom Field – to authorise SS/JC to negotiate long term lease with TUC for 3 acres of land (PH/IB)**

Sam and Jeremy are authorised to negotiate the lease with TUC.

## **9. Cinema/Satellite – equipment update – SM**

Report received from SM.

The trustees recommend going with Purple Cat and instruct SM to pursue this, and find a grant if possible.

## **10. Jubilee Weekend Update – SM/JW**

The agreed Jubilee activities are:

Thursday 2 June – 6pm onwards, event in the hall (hog roast?) and beacon lighting at dusk. There will have to be a formal risk assessment, particularly with respect to the beacon lighting.

Saturday 4 June, people encouraged to watch the cricket and TCC to do a BBQ afterwards.

## **11. Financial Report 2021 – SM**

SM presented the finance report, the highlights were:

- 100 Club always a big earner at the beginning of the year, we have 115 members for 2022. (Wendelien and SM will do the Jan / Feb draws very soon). Emma did a great job on renewals, thank you.
- Car Park income is actually £3766 for the first two months, we are waiting for around £1100 payment from Creative Car Parking re the contactless and app payments, they are usually pretty prompt.
- The Grant income of £9500 is a CIL from KLWNBC for the Gazebo.
- Winter Warmers is for two months, we do have some expenses to go through (c. £950) on WW, but overall, before the Bar we have taken £5150, so a profit of around £3500. The Bar will be another c. £1000, so a great success (and fun evenings!)
- The surplus looks bigger than it should, as we paid for the gazebo in 2021, and the grant is in 2022. However, taking out the grant we still have a surplus for the first two months of £2700.

**In cash terms we have a positive net cash movement of £12,271.**

## Big expenses coming up

- Solar panels & Battery - c. £20K, we do have a grant for 70% of this
- AV equipment (see previous email) - no idea whether we will get a grant
- Fence for the car park extension - c. £3K
- Tennis Court clean £1500

## Accounts

SM will be working with Kathryn Gigg to get the formal accounts produced.

## 12. Hall Committee Report – JC

Alarms.

Premcheck have been authorised to monitor the burglar alarm as well as the fire alarm (previously only fire). JC to authorise Premcheck to call out relevant service providers as necessary.

Hall maintenance.

Adrian (very kindly) unblocked the toilet outfalls. He will check before/after each large event.

Total Water Systems have completed the annual maintenance check of the water system and have replaced the damaged man-hole cover over the grey water tank. We were advised that the solution to the persistent problem of lack of water flow to refill the cisterns is to install a pump to the water tank in the loft. TBC.

In January the Committee reviewed many of the Hall facilities to identify deficiencies.

Action points: replace exterior lights, replace (complex) light timing system with simple on/off switches; replace interior light sensors, service GSHP. All completed. Various other faults to door handles, blinds etc. work in progress.

Ground Source Heat Pump (GSHP) faulty. The engineer serviced the system on 11th March and replaced several of the controls and added anti-freeze. He also rectified thermostat faults, settings errors and adjusted the controls for the different spaces (eg: kitchen vs hall). His instructions are that we should not change any of the settings or controls. There is an exterior thermostat so that if it is hot outside the GSHP doesn't come on. The controls on the boiler shouldn't be altered: they do not control the temperature. GSHP to be serviced every two years.

The air conditioner fault was due to an interruption to the power supply. If it recurs, remedy is to turn the power switch off outside then turn it on again. A service to be arranged.

Loft ladder to be replaced. Estimate £1500.

Add new internet portal(s) to meeting room for card readers.

Hall decoration scheduled for Jan 2023.

Environmental investment.

We have accepted a quote from Green Home Energy Solutions to supply and install PV panels to be fixed to the west-facing roof of the hall and two new Tesla batteries in addition to one we have.

Total cost is £30,384, of which £18,000 will be covered by a grant. Deposit of £7,596 due.

Although our electricity costs are fixed until 2023 and so we are not subject to the immediate electricity cost increases, the economic gain from a greater degree of energy independence is attractive.

Other.

Tony Morris plaque purchased and fixed to lectern

First Aid training session held on 17.1.22

JC doing research on adding EV chargers to TVH car park.

The hiring of a Janitor to ease the load on volunteers in busy times is still being discussed.

### **13. Fund Raising 2022 – Winter Warmer update – SH**

SH is fairly confident of having a full programme for 2022/23 season with possible additions of (eg) tapas evenings etc. SH asked for guidance as to what the Funding Gap would be for 2022. Best estimate is that, with Car Park income, we should be able to balance the books without any extra large fund raising. Review in September.

### **14. Health & Safety – LW**

David Bracey had given a pretty good H&S report on the Children's Play Area. Only area needing attention is area under rubber matting which has subsided and could be a possible trip hazard. This was reviewed by MW/JW after the meeting and it was agreed that this was minor work which Adrian could handle.

### **15. Grounds Committee report – SM**

#### **Pavilion**

This is the main project, the team is waiting for planning consent, which has had to be adjusted to take into account Sport England, ECB and Norfolk Constabulary points. Many thanks to Jason Law for all his help addressing these. The final (hopefully) application went in a week ago and we hope to get consent in the next six weeks.

At that point the Project Team will start revving up on grants and also getting quotes for the work, so we know the scope of the task

#### **Cricket**

The first team is now in the first division, which is great news. We will be running three senior teams (two Saturday and a Sunday) as well as a more casual over 40s. We are also looking to start youth and ladies' teams, this may be a slow process, but we have high hopes.

After an incident last in the last couple of months, involving social media, TCC has done the following:

- Tightened our social media internal regulations and commitments to ensure full compliance with all safe-guarding and other requirements
- Formed a wider committee that will meet 5 times a year to run the club (SM on the committee)
- Banned one individual for life.

TCC would like the Trustees to consider banning the individual from the whole of the TVHPF grounds. We recognise that this may not be enforceable, but it would send a positive and supportive message.

**ACTION: The Trustees agreed unanimously to the Lifetime ban**

## **Tennis**

Winter Rose, Emma and SM met and Winter and Emma between them are taking on much more of the day to day running of the club, which is great and very much appreciated.

Emma will be doing the renewals in August 2022. It has been decided to keep the pricing the same for 2022 and also to continue to keep the court members only.

Winter is arranging a Spring Clean of the court, including moss killing and re-sanding. This is booked for 31 March 2022. Adrian will put up the wind breaks before Easter.

## **Car Park extension.**

Sam, Marcus and SM marked out the new car park extension, to be mainly grass. We are waiting for Kevin Compton to build the fence. We will look into plastic matting to go in the main areas of wear, if appropriate.

## **Football**

SM has been approached by a football team looking for a pitch for next season, but at this stage it has not moved forward. This is perhaps something we should consider as and when we rent some of the TUC field.

## **Other**

The new fence around the children's and adult's play area, and the gazebo, are all looking good. SM would like to consider either or both of:

- An outdoor gym
- Second table tennis table

The Trustees agreed to let SM know if either or both of these sound appropriate? We may well be able to get grants for these.

#### **16. Any other Business.**

- Ukraine Refugees – table top sale arranged for Saturday, March 26<sup>th</sup>. Fully supported by Trustees and many offers of help.
- Licence rebate – Trustees warmly thanked SM for her efforts in getting this rebate and agreed to take it in the form of credits against future bills.
- 10 Year Anniversary – the Hall will be 10 years old in September 2023. It was felt appropriate to hold a village event to celebrate this milestone. SH to give this some thought.
- Staff Annual Review – SH has agreed to take this on and JW will ask JC if he will be the second reviewer. ACTION JW

#### **17.Date of Next Meeting**

May 28<sup>th</sup> at 2.00pm in the Hall.

Meeting closed at: 15.06