

The logo for Thornham Village Hall & Playing Field consists of a blue rectangular background. At the top, there is a red horizontal bar containing the text "Thornham Village" in white. Below this bar, the text "Hall & Playing Field" is written in white on the blue background.

Minutes of the meeting of the Trustees of TVHPF
Held on 10 June 2020 at 9.30am

By Zoom

1. Apologies for Absence.

Sam Staveley
Tony Morris
Liz Watson

2. To approve the Minutes of the meeting held on 13th April, 2020.

With a couple of minor typo amendments, Minutes Approved, proposed AJ, seconded MW

ACTION: SM to circulate finalised minutes

3. Matters arising.

- Wage rises not yet done, SM to follow up, Action SM
- Bad Debts, Emma to continue to chasing, nearly all done.
- All other items covered on the Agenda

4. Covid-19 update.

a. Income

Grants received: two £10,000 government Covid grants, these are the largest. We have received various other grants including £1,700 covering Adrian's wages through to 31 July 2020, £2000 for new chairs for KLWNBC and other smaller grants, totally c. £25,000

- 100 Club and Friends providing solid income, likely to total c. £7,500 for the year
- The Tennis Club membership is proving popular, and currently around £800
- SM presented the Cash Flow and P&L year to date which, taking in the grants, shows a profit, however we are losing a number of fund raising events (see below) that may affect the full year figures. Best guess is a £5000 loss on the year, but this has significant statistical variances,

b. Bookings

SC gave the following report:

BOOKINGS

It's a very short report this time. It is very quiet with few enquiries of contact.

The four weddings we had booked for this year have all transferred to 2021. The August wedding is hopeful that it can go ahead, however it too will transfer to next year if necessary. Kelsey Culver is planning to hold her wedding next year but the date is not confirmed. She is hoping to hold the christening celebration at some time this year if Government policy allows. No deposits have been returned, they have all transferred.

All agreed that if necessary we can increase the number of weddings in 2021 from the previously agreed limit, for 2021 only.

The Round Norfolk Cycle event has re-booked for next year.

The Stroke Awareness day in September will go ahead if possible.

The organisers of the exercise classes have been contacted for their views on when they might be thinking of resuming the classes. They are all very concerned about safety and social distancing requirements which will make their classes unviable. They have said that holding classes outside is not an option as uneven surfaces could potentially be unsafe and may negate their public safety insurance.

WEDDING BROCHURE

SC is working on the new wedding brochure but it is proving difficult not being able to discuss the design face to face, but it is in process.

ACTION: SC to send round a draft of Wedding Brochure, once it is completed.

c. Cost Savings

- Mid April all unnecessary electricity switched off at fuse cupboard, only essential services remain in operation.
- MW we may need a refrigeration engineer to review the Ground Source issue. SM to contact The Solar Shed and see if we can get advice. AJ offered to do the review with Drove Orchard and underwrite the costs. All thanked AJ and agreed.
- JW also to talk to Colin Venes about the feed in tariff.

***ACTIONS: SM to contact The Solar Shed
JW to contact CV***

d. Staff

Thank you to Sally and Emma who have both reduced their hours significantly. Adrian's costs covered by Sport England.

e. Possible Grants

Most possible grants have been explored, however we will continually watch for opportunities for further support, SM to lead on this.

f. H & S Implications

We have to wait for Government advice on e.g. exercise classes. Will we have to do revised H&S Risk Assessments etc?

AJ will be able to give some pretty clear guidance prior to the date once we have a date for reopening. Short term: social distancing and PPE (to any business) as well as Longer term advice. AJ expects to have more information on a template as to how we can work within the next couple of weeks.

MW to help with logistics, what the government advice is and how to liaise with the Hall Committee. SC to work with MW and act as the link to the Hall Committee and Hall Users.

ACTION: MW to take the lead for the Trustees on the logistics / H&S etc of Hall reopening

g. Hall Committee.

Jeremy Cave has joined the Hall Committee and has taken on the new Chairs project, with the £2000 Grant from KLWNBC. Jeremy may wish to join the Trustees at the AGM in September.

5. 2019 Accounts

SM has chased Kathryn Gigg, these will be available in the next couple of weeks. There is unlikely to be any significant changes not already discussed.

6. Grounds Committee Report.

SM gave the following report:

Tennis:

Winter has done a great job with signage and Covid precautions. We have attracted quite a few new members as the Court is currently members only. YTD income from Tennis is £710, with £670 on memberships in the last month. We have extended the membership period to 1 July to recognise that the court was closed for some time. We are looking at other booking systems going forward.

Cricket:

Still no sign of being able to play. Over £600 raised for the TCC from Crowdfunding, including £100 from ECB.

Play Area:

Remains closed, along with the outdoor gym. We are redoing the taping off, as some people have been using.

Adrian:

Adrian has requested that we increase his hours to 7 hours on Monday and Friday (from 5 hours). SM will do a separate report on wages etc, but highly recommend we do this to keep the grounds in order.

All agreed to increase Adrian's hours, and review in the Winter. Possible that Drove may well take up slack in Winter if needed to be.

***ACTION: SM to inform Adrian
SM / AJ to amend payments via Drove***

Pavilion Project:

I will send a separate email on this and would like feedback from the Trustees, we do as a group have some concerns about this project (Whilst being very enthusiastic!).

1) is this a vanity project? What are the real benefits and is it worth the potential cost? *this isn't a vanity project - we need more space in the hall, the current pavilion is not fit for purpose from a H&S or child protection basis.*

All agreed that this is a valid point, however we do need the new pavilion and all agreed to move forward

2) is there something else - in the hall / field , or in the wider village that we should be concentrating on? *Not with respect to TVH? Should we be thinking about the wider village? Agreed that we should consider this, however we should continue with a TVHPF project*

3) is post Covid the time to be doing this? Especially with respect to increasing our base running costs, given what Covid has shown us in respect of Business Interruption? *Maybe we review operating costs in their totality once we have a finished spec on the pavilion? All Agreed.*

ACTION: SM to contact LW re how to move forward on planning

7. Fund Raising. SH

SH gave the following report:

In the light of closure not much is happening! Some events have been cancelled, others await decisions, depending on circumstances.

As the financials show, Winter Warmers and Race Night did well in Q1, but we need to think carefully about what we can do to create some income.

Cancellations

- Friends Launch event, scheduled for 9 April
- Makers' Mark 2/3 May 2020. And sadly, Melanie has just taken the decision (in consultation) to cancel the September event.

Pending

- Sausage Sizzle 24 July 2020? Probability that this will be cancelled, however it could be moved, or a variant of Sausage Sizzle to the end of August, subject to Government Advice. This could be put into place quite quickly.
- Swap Shop – clothes swap event planned for October
- Winter Warmers 2020-21, October 2020 – February 2021. I have started to pull a programme together but have called a temporary halt until the situation becomes clearer. And though I haven't spoken to Mark about it, I think it will be difficult to ask him to provide meals foc. WW not only raised over £7,000 last season, but is valued series in the community, so I'm keen to find a good way to proceed. For next season this needs to be reviewed, perhaps Jan / Feb / March 2021 (and maybe April) (SW to do a paragraph for the newsletter). SH also to talk to Mark Goode when the time is right.
- Cricket Club Halloween fireworks. Hopefully an outdoor event can go ahead.

Open Gardens – We are planning to do an Open Gardens event in 2021, and are just checking dates with neighbouring villages before putting a date in the diary.

In the meantime, we would like to do a low-key local event this year – a “Village Garden Walk-About.” Ideal timing once the second homeowners can come back. So many people have worked hard on their gardens, and I think people would enjoy a day when everyone is wandering about the village (in a socially distant way), with the opportunity to have a peek at gardens. We can limit the numbers in any garden at one time. This would be an event for the village rather than a full -on fundraiser, but we could put collection buckets in the gardens. Date needs careful consideration, but with trustees’ agreement, I’d like to put a note in the newsletter inviting people to offer their gardens.

Leave this as a Community event with donation buckets in each garden. SH happy to lead on this with Lizzie Boal. SH to put a notice in the next newsletter, ask for people to put up their gardens for showing.

ACTION: SH to take the lead on Village Walk About

Regatta – would still like to do this in 2021, if a suitable date can be found. MW said July / August would be ideal for timing, unfortunately the tide tables are not available yet. Plan for two dates (Options A/B etc), and make it a Harbour Event, rather than billed as a Regatta, just in case we cannot get on the water.

ACTION: SH and MW to take forward.

Race Night Discussions with the Deli on how to build on a successful partnership have been put on hold until we can meet, and clearly, everyone’s circumstances have changed. However, hopefully we can hold a similar event in the next year.

Friends of TVH This is a way to raise more funds without requiring physical presence by anyone. At our last meeting, we decided to wait, but now I’d like to discuss how to proceed with widening the net.

SH – when is the time to re-launch Friends? How can we do this?

Discussion was around whether an electronic letter would be successful. There are personal contacts of all Trustees, these can be followed up by us as individuals. Possible re-launch at the Sausage Sizzle (if / when it goes ahead)

AJ has a membership list which will be a good place to start.

SC – can we tie it in with the Village Walk Around? All agreed this was good.

8. Website

JW has had a good go at this, reduced text, agreed remove Twitter Link. New photos are in, pages are reduced. All agreed it is looking better.

Everyone to have a look at this and go back to JW if they have comments / amendments.

ACTION: All to review updated website

9. To approve the postponement of the AGM to a date to be agreed in 3rd September 2020 at 1330, immediately followed by a Trustees meeting at 1400.

All Agreed

10. AOB

JW - Thanks SM for work on Grants, along with AJ, and also the newsletter. Continue with the Newsletter probably twice per month.

JW – Sue Hardy memorial bench, Bag Ladies have ordered the bench and plaque, lead time of c. five weeks.

JW – ask for volunteers to paint the tables on the patios – SM/MW have volunteered to help JW. JW to arrange dates, paints and brushes.

SM – Is it OK to raise Film Club idea again in the newsletter – all agreed.

Car Park fees for Deli, all agreed to waive April's Car Park fees for the Deli.

***ACTIONS: SC to bill May onwards as normal.
JW to write to the Deli.***

Meeting closed 1040

SCM