

The logo for Thornham Village Hall & Playing Field. It 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.

Thornham Village Hall & Playing Field

MINUTES OF A MEETING OF THE TRUSTEES OF THORNHAM VILLAGE HALL & PLAYING FIELD TO BE HELD IN THE HALL ON THURSDAY, 15th JULY 2021 AT 14.00 HOURS.

1. Apologies for Absence

JC, MW, SC passed on their apologies

2. To approve the Minutes of the meeting held on 22nd April 2021.

Approved

3. Matters arising.

All covered by the Agenda

4. Bookings Secretary Report. SC

2022 Bookings

3 confirmed weddings

2 further wedding fairs confirmed in March and October

WNAA – Art Exhibition over the Easter holiday

2023 Bookings

1 wedding TBC

Round Norfolk Cycle Event

It was agreed by the Hall Committee that wedding bookings would be restricted to five during the summer months because of volunteer availability during this time. However, we will look at ways to promote out of season weddings October- March at a special off -season rate.

As I am sure most of you are aware that the Memorial for Tony on 7th August has been cancelled by the family.

5. Finance Committee update – SM

SM referred to her Finance Report from the AGM preceding this meeting, repeated below for clarity.

5.1 General Background

2020, and the first half of 2021 has been an unusual and also worrying year for the Trustees of our village Charity. The effects of COVID-19 are still not yet over, this includes additional costs and also reduced income. We are very grateful to have received significant external support during this time, from the Government, Sport England and other external funding sources.

It is too early to say if the lifting of restrictions on 19th July will bring 'normality' back to the hall and from a financial perspective I believe we should remain cautious, certainly for the next 3-6 months.

5.2 2020 Year End Accounts

Two hard copies were presented, and it was recommended that these are and also the fee bill for Kathryn Gigg approved (£1380)

The key points from the Accounts are:

- Net Income Before Depreciation was £30,150 (compared to £16,233 in 2019)
- Depreciation was £36,532 (compared with £42,834 for 2019)
- The net deficit for 2020 was therefore £6,382 (compared with a deficit of £26,601 for 2019)

To consider how we are doing, the net BEFORE depreciation is the better number to look at - we depreciate Fixtures & Fittings at 20% straight line (they are therefore written off after 5 years) and the Freehold Building at 2% straight line (written off after 50 years).

- Our total assets, including buildings, fittings etc for 2020 was £857,612 (compared with £863,994 in 2019)
- Our total expenditure in 2020 was £82,690 (compared with £110,306 in 2019) - this is in the main a reflection of the Covid-related cost cutting exercises we undertook.
- We had no significant debtors or creditors at Year End.
- We received a total of £22,668 of Covid support in 2020.

Overall I believe that TVHPF is in a healthy position and for 2020 weathered the issues of Covid well. Thanks must again be given to the efforts of the Trustees in reducing costs and also applying for and being awarded grants and our staff for taking a reduction in wages.

5.3 2021 Year to date

The first half of the year, as stated above, has been difficult. We have managed some events, mainly sports based and external, and are slowly reopening the hall. The Trustees will consider any additional Covid related restrictions we may choose to keep in place post 19 July, these are likely mainly to effect numbers of attendees and therefore income. For example, reduced numbers at Film and Live by Satellite events not only reduces door takings but also bar receipts.

5.3.1 On a Cash flow 1 January 2021 to 30 June 2021

In Summary we received £55,428 in cash and spent £56,715, a deficit of £1,288. The majority of the income was Grants, mainly Covid related being £37,827. The majority of the expenditure was the new car park entrance and extension, being £27,924.

Full details are shown in Attachment One

5.3.2 Cash at Bank and Reserves as at 30 June 2021

We have two cash bank accounts, having closed the Secure Trust account.

Our Operating Account had a balance of £33,900

Our Savings Account (Reserves) is £100,900

The operating account has been run historically at around £30-35K and we intend to keep this level if possible. This means that any larger, planned, bills can be paid without moving the savings.

The reserves are in the Deposit account. When TVHPF was formed, in 2012, the Trustees agreed a target reserve policy of £85,000. This reserve is designed to cover 15-18 months of operating expenses and ensure that the Charity is financially secure. COVID has proved just how difficult running a facility can be and also the essential need for a strong reserve policy. Without the Grants we received, which totalled over £60,000 since the beginning of COVID, we would seriously have depleted our cash.

The Trustees recommend that the Reserve Target is set at £100,000 with a minimum of £85,000 any one year.

The Trustees will also review the investment policy to see if there is an appropriate and safe, interest bearing account

5.4 Funding Gap

TVHPF has, over the five years prior to COVID had a funding 'gap' of around £20,000 per annum. This has meant that the Trustees had to raise a minimum of £20,000 every year through fund raising activities simply to keep the charity in the same financial position. This has put significant strain on all the Trustees but also on the people of Thornham and the wider community's generosity and time.

It has been an ongoing concern in terms of long term economic sustainability of TVHPF

5.5 The Car Park Charges

5.5.1 Background

Formal Paid Car Parking was introduced in October 2020. I would stress at this point two key points:

- There have ALWAYS been charges for the car park, prior to October 2020 these were made via an Honesty Box
- The main reason for introducing formal charging was the Health & Safety report we received stating we needed far better control of the car park, and that the situation in Summer 2020 was dangerous.

5.5.2 Current charging and proposed changes

The current charging is as follows:

- One Hour free
- £2 an hour thereafter
- Free evening parking 18:00-22:00
- No overnight parking

To take into account feedback from residents and also the wider community of users of the hall and playing field, the Trustees are proposing:

- Free parking extended to midnight – to cover evening events
- Overnight Parking to be allowed, £25 charge– this is to help the overall level of parking particularly of Camper Vans throughout the Summer
- Permits for regular users, including:
 - Thornham Parish Council
 - TVHPF Trustees and Committee Members
 - Thornham Cricket Club Members
 - Regular Class Users (one hour and longer classes, to be managed by the class leaders)
 - Thornham Tennis Club Members
 - Regular supporters of TVHPF including 100 Club Members and Friends of the Village Hall
 - Other users as decided appropriate by TVHPF Trustees

Details are being worked out, but we hope to have these in place by 1 September 2021.

5.5.3 Cash from the Car Park and its usage

The cash from paid parking goes directly to TVHPF. We receive additional income from the App and also contactless payments. Creative Car Park administers these and we bill monthly in arrears, CCP charge as small administrative per payment charge.

In terms of the Funding Gap identified above, we hope that the Car park income may, in time, cover this funding gap, allowing fund raising to be for specific new items for TVHPF and possibly the wider Thornham Community.

This could include, for instance:

- Making the Hall greener with additional solar panels and batteries
- Supporting a new Cricket Pavilion
- Provision of additional childrens' play equipment
- Provision of more adult exercise equipment eg outdoor gym and including the TUC field as a Trim Trail
- Other grants for Thornham and Community related items, subject to the Charitable Aims of TVHPF

Any decision will only be made once we are sure TVHPF has the necessary reserves and is financially secure.

5.5.4 Income received to 30 June 2021 (includes cash, app and Contactless payments)

| | |
|---------------|---------|
| 2020 | £ 1,592 |
| 2021 | £ 8,432 |
| Total to Date | £10,024 |

This includes billed, but not yet paid amounts for April, May and June to CCP.

In addition it was noted:

Emma is coming back from Maternity leave at the end of July, welcome back to Emma
Going forward Emma, Sally & Stephanie will work on the allocation of roles, with Emma taking on the invoicing and if possible the set up at Barclays of payments. Stephanie can also go back to counter-signing at Barclays, as she will not longer be setting up the bills.

Cash Summary

Thornham Village Hall and Playing Field Ltd For the 6 months ended 30 June 2021 Excluding VAT

| | Jun 2021 |
|--------------------------------|---------------|
| Income | |
| 100 club Income | 3,665 |
| Car Park Honesty Box | 75 |
| Car Park Income | 4,754 |
| Deli Licence | 1,460 |
| Donations | 932 |
| Easy Fundraising | 82 |
| Electricity Income | 785 |
| Exhibitions | 236 |
| Film Club Income | 25 |
| Friends | 1,525 |
| Grants Income | 37,827 |
| Hall Hire Income | 1,019 |
| Indoor Fitness Income | 84 |
| Interest Income | 1 |
| Live by Satellite Income | 120 |
| Misc Income | 22 |
| Open Gardens | 634 |
| Signs & Advertising Income | 900 |
| Tennis | 940 |
| Weddings | 342 |
| Total Income | 55,428 |
| Less Operating Expenses | |
| 100 club prizes | 1,110 |
| Advertising & Marketing | 910 |
| Audit & Accountancy fees | 115 |
| Bag Ladies Expense | 213 |
| Bank Fees | 119 |
| Barclay Card Charges | 116 |
| Booking Bug Charges | 264 |
| BT, Telephone & Internet | 1,819 |
| Cleaning | 183 |
| Electricity Expenditure | 507 |
| Equipment | 9,346 |
| Grant Expenses | 1,000 |
| Grounds Expenses | 27,924 |
| Groundsman | 4,218 |
| Health & Safety | 96 |
| Interest Paid | - |
| Live by Satellite Expense | 30 |
| Misc Expenses | 956 |

Cash Summary

| | Jun 2021 |
|------------------------------------|-----------------|
| Office Expenses | 620 |
| Paypal Charges | - |
| Repairs & Servicing | 3,489 |
| Secretarial | 3,119 |
| Stripe Fees | 64 |
| Water Rates | 29 |
| Website expenses | 415 |
| Xero Subscription | 58 |
| Rounding | (1) |
| Total Operating Expenses | 56,715 |
| Operating Surplus (Deficit) | (1,288) |
| VAT Movements | |
| VAT Inputs | - |
| VAT Outputs | - |
| Net VAT Movements | - |
| Net Cash Movement | (1,288) |
| Summary | |
| Opening Balance | 135,015 |
| Plus Net Cash Movement | (1,288) |
| Closing Balance | 133,727 |

6. Car Park – Ratification of Changes to Tariffs.

The following changes were agreed:

- Free parking in evening extended to Midnight
- Overnight Parking allowed for £25
- Supporters and Users of Hall Permits agreed.

Consider using Emma to manage the parking permits.

All agreed.

7. Car Park – New Entrance Update – MW

Marcus supplied the following report

Thornham Village Hall - Carpark Report July 2021. Initial work carried out by Carben Construction.

New exit onto the A149, gravel matched into the carpark and tarmac onto the A149. Also an additional car parking space for 8 - 10 cars. The Fencing was replaced around the new parking area and posts installed either side of the new exit. These posts now have 'Exit Only' signs facing the carpark and 'No Entry' signs on the A149 side of the posts.

Carben Construction also renovated the existing pathway with shingle that leads to the children's play area. They extracted the light bollards that ran along the old pathway.

Subsequent work carried out.

Realigned the fence, where the Post Office van parks, it is now straight and secure.

Installed new signs on the entrance to the carpark with 'No Exit' signs on the car park side. The old charity money boxes were removed and placed down the side of TVH for future use, along with the information units from the posts marked in yellow on the Ariel photograph.

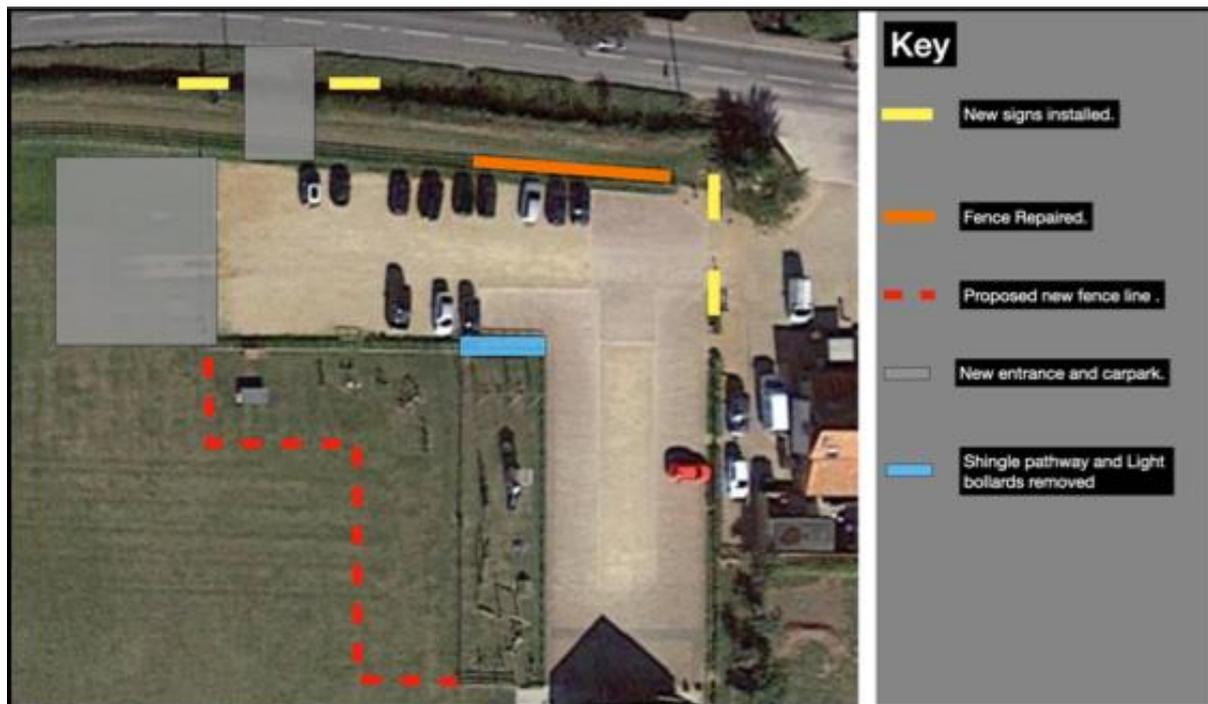
Future work.

The dashed red line is the proposed new fence. Done in the same way as the children's play area.

Materials have been purchased and that work is planned for Sept 2021.

Charity Money posts reinstalled elsewhere? Information units installed else where? Regards

Marcus



8. Resumption of Activities – SM

- Activities gradually restarting.
- First Film Night a success. Uncle Vanya this Friday.
- We should take up Jan Mitchell’s offer for a post 19 July walk around wrt to ongoing COVID risks, hopefully Liz can arrange this.

FABS restarting with taster classes on 23 July. This is a different proposition, we are paying the class trainer and then TVHPF is collecting the class fees. As FABS is very much a Community based activity and focussed on our demographic, it is important that we provide FABS as a Service to our community. We will monitor costs vs income received and decide at Year End 2021 if it is feasible to continue and indeed if this can be expanded to other sorts of User Groups.

We will pay Sam Griss £160 for Friday Mornings to run two FABS classes back to back. TVH will sell blocks of six classes for £36 per person. The cost for 2 x 6 classes = £960. Breakeven is therefore 13/14 people per class. If there is a funding gap we may be able to secure a Grant to cover this.

All agreed with FABS / paying for the trainer is a good idea. AJ suggested that a grant might be possible.

Action: AJ / SM to follow up on Grants.

8. Fund Raising report–Sausage Sizzle/ Open Gardens feedback SH

Open Gardens 26 June 2021 It was (mostly) a pleasure to be organising an event after so long. With sponsorship of £250 each from Drove Orchards and NFU Mutual (thank you Andrew and Martin), we were confident that our advance costs were covered in case of disaster. In the event, the weather was good, and visitors turned out in large numbers. Lunches sold out, tea and cakes in the church did very well, as did the Pimms bar and Plant stall – huge thanks to all involved, especially the garden

owners! We made just under £6,000, to be split between TVH and the Church. And it was a really enjoyable day.

This is a relatively easy fund-raiser, especially in a non-Covid year, and is well worth repeating. We have pencilled in a date of 18th June 2022 but will wait to make a final decision for next year until we know what the village plans for the Queen's Platinum Jubilee.

Sausage Sizzle – 30th July 2021 – planning in hand.

Cinema and Live by Satellite – dates are in the diary, and planning is in hand for events until Christmas.

Winter Warmers - dates are in the diary, Mark is more than happy to provide suppers, and I'm contacting speakers. Still find it hard to imagine large numbers in the hall for suppers but will keep this under review. For now, I'm planning the usual format for October – February.

We should discuss our aims for fund-raising in the light of parking revenue. We've aimed for an annual fund-raising income of at least £10,000 in the past – is this still the target, or do we now have the flexibility to focus more on events for the community? Ideally, we'll do both! I'd welcome any suggestions.

SH stated that she was concerned about large numbers even in the Autumn. SH will look at possible ways of reduced numbers if necessary, in these circumstances this would be a good place to be.

9. H&S report – LW

Not much new activity to report. Hall Committee are on to the First Aid Kits and will replace. Wheelchairs have been serviced.

Jan / LW and SM to meet post 19 July as to extra Covid requirements. It is important to remind people that the one way system exists.

10. Grounds Committee report –SM

Tennis – We have had an influx of Members. Membership in 2021 is £1135 to year to date, these are new members as we extended last year's membership to 31 August 2021 to take into account the closure of the court for COVID.

The Court remains Members only, this has substantially reduced both admin and damage to the court and playing surface. I recommend we continue as members only going forward.

Emma is happy to deal with all the tennis renewals from 31 August 2021.

Cricket – TCC running well, three sides plus an over 40's occasional side. We have let the wicket and the Hall for a cricket festival in August (£1200), Oundle have also hired just the wicket for Sunday and Monday in July.

Scorers Hut has been installed, Ron and Adrian are fitting out the inside.

Thornham Harriers - Around 25 irregular members, with between 5-15 turning up on Tuesday and Thursday, very much weather dependent. The new shirts have attracted new members, which is encouraging. In time This may become more formal.

Outdoor Gym Equipment - I would like to investigate the possibility of an outdoor gym to go near the current adult exercise equipment. Price is likely to be around £10K, we may be able to get a grant for some or all of this.

New Cricket Pavilion - After the Summer is over I would like to re-start the New Cricket Pavilion project. We may need to re-consider the build to single storey to reduce costs and also look at modular buildings to spread the cost. This is becoming more urgent as the floor of the current pavilion is rotting away.

LW stated single storey would be easier than double height. All agreed a slightly scaled down option would be preferable.

ACTION: SM to research

11. Date of next Meeting.

TBC 30 September 2021

12. Any other Business.

LW – Thank you to Sally for the lovely boxes at the front of the Hall – all agreed

JW – Jeremy has got a plaque organised for the Polly Ionides geese sculpture.

JW – shall we get a lectern for TM memorial, all agreed. LW suggested sloped and flat as can then be used as a flower display.

JW – all Trustees to think about new solar panels

SM - TUC / TVHPF joint meeting in December. Consider an afternoon and possibly supper afterwards. All agreed.

Meeting Closed 14:40

SCM
15/7/2021