



Yaxham Village Amenities Association

Meeting Minutes

Held on Monday 13th December 2021 at 7.30pm at Yaxham Village Hall.

1. Attendees:

Trudy Gust – YVAA Treasurer, Louise Dye – YVAA Trustee (Minute Taker), Lucy Vincent(LV1) – YVAA Trustee, Steve Goldsmith – YVAA Trustee, Caretaker & YVAA Bar Manager, Lorraine Varney(LV2) – YVAA Trustee, Jacqueline Wood – YVAA Trustee, Bob Gust, Karly Gray.

Apologies Received:

Carly Goldsmith (YVAA Bookings Manager)

2. Minutes of last Meeting:

Minutes from AGM on 20th September 2020 & minutes from the last YVAA meeting were agreed.

3. Matters arising:

- a. New Trustees – Bob Gust & Karly Gray have volunteered to join the YVAA committee as Trustees they were nominated by Lucy Vincent and Seconded by Lorraine Varney & Steve Goldsmith.
- b. Hall Storage – SG confirmed only Monday night dance are only group with non-flammable items stored at the hall. Under stage area still to be cleared but will need large vehicle to take everything to the tip.
- c. Electronic Storage for YVAA Documents:

TG has identified that historic data and documents for the YVAA needs to be converted to electronic storage for ease of access in the future, the google drive linked to the website has been suggested or on a Data key / Flash Drive as multiple scans may take a lot of memory capacity.

JW has volunteered to assist TG / BG with this task.

All historic paperwork will then be stored at the Hall in plastic crates.

TG has been advised that 7 years is the longest period for document storage except for building ownership / trustee documents etc.

d. Church Room:

TG / BG / LV have recently tidied the church room and it has been inspected by the Diocese. The Yaxham football club were recently interested in updating the room to use a changing facility for the club, but the costs associated are too great for either



the YVAA or the Club to fund. YVAA expressed support to the football club if they could raise funds – this is still currently sat with them.

TG has also sent communication to the diocese regarding them taking back the lease of the church room, and is still awaiting a response.

e. **Policy Updates:**

YVAA Policies require updating to be able to use for any grant applications, as its been 5 years since they were last updated. LV2 has volunteered to support this, SG to loan a laptop to facilitate. CAN (Community Action Norfolk) have templated for reference to maintain current accuracy of structure.

f. **Website:**

TG is to upload the last meeting minutes now they have been approved. An archive section will also be added along with website links for regular classes and phone contacts.

4. **Events:**

a) **Craft Fair:**

Great success for both fairs in 2021 despite the COVID restrictions. These and the Community Café running more regularly have raised over £2,000 for the upkeep of the hall.

2022 dates for Craft Fairs will be planned by LD when personal schedule is finalised for May / June.

Community Café dates have already been advertised.

b) **New Year's Eve Party:**

Still planned by SG / CG. Tickets on sale locally by CG. Current government advice will be followed re Covid for the event. CG will provide disco for £300 to cover costs of equipment & time, which is a great saving from last year's £800 from a private provider. Apx 85 tickets sold so far, and over £1,000 revenue to be generated by the event. Some concern expressed about noise affecting the Local residents if the windows need to be open. SG / CG to write to resident's surrounding the hall ensuring they are aware of some possible disruption.

c) **Bingo:**

Planned for 29th January, LV1 is leading on this with support from all other trustees. Bingo machine loan secured and caller confirmed. KG to support poster advertising with LV1. LD to send Poster via Email ASAP.



d) **Quiz Night:**

After the successful restart of the quiz night, next one is planned for March 26th in the main hall. Trustees have agreed to increase attendance fee to £2 per person as attendees stating how cheap the quiz was. JW and LV2 to organise raffle prizes.

5. **Reports:**

A. **Bookings:**

SG presented report form CG. CG has requested an amendment the booking form to state that there are 3 rooms available in the hall with shared facilities. TG to action changes.

CG to create new signs regarding 15minute set up / clear up grace between sessions as some hirers have abused this and are overrunning booked session times.

Spot checks will be used to monitor compliance.

Minimum booking slot to be maintained at 30 minutes.

WI – 2 bookings only in the main hall otherwise they are using the community room – enabling main hall to be used by other hirers.

CG to e-mail all regular hall hirers to wish them season's greetings and thank for their ongoing support.

B. **Maintenance / Caretaker:**

SG highlighted still a major issue with the toilet taps as the pump is still intermittently working. Plumber is not being very cooperative and will be chased again. Hand sanitiser available but not an appropriate solution as high risk re hand hygiene as hot water and soap is most appropriate for toilet areas. If an urgent repair cannot be completed, then tap replacement is needed ASAP especially as large events are upcoming at the hall.

Leaves outside the hall have mostly all fallen and need to be cleared to prevent disease for the trees. BG / SG to organise a date to rake up and compost leaves by the sheds.

LD requested an update on the guttering issues identified earlier this year, SG to review again for Field side guttering and front of hall when the leaves are removed as this rainwater drainage is still an issue.

BG highlighted that road repairs are needed outside the church room; date of 7th May provisionally booked after bad weather has lifted. Posters to be created asking for volunteer help – Community café will provide refreshments.



C. **CIC:**

SG to arrange instalment payments of the profits of the CIC to the YVAA for the total sum of £1800:62, to preserve cashflow in the CIC account for bar stock.

D. **Treasurer:**

TG presented monthly Profit / Loss for 2021 as of Dec 13th.

Apx £5,000 profit at Dec 2021, positive trajectory of income so YVAA can start to plan to reinvest in the building as there is apx £15,000 in the reserves. It was agreed that caution is still needed though due to the ongoing Covid pandemic in case we must close the hall again.

LD / TG / LV2 – have all completed the trustee training provided by CAN. It highlighted that all trustees are responsible for the hall finances and TG will set up a shared google drive for the finances so all trustees can access for openness.

6. **Car Boot Sales:**

TG asked to review with the trustees if we would consider the return of the Sunday AM car boot sales. Following the discussion of previous income vs the damage and losses and the impact for hall hirers on a Saturday evening, seen at the hall in the past following car boot sales it was agreed by all present that we would not be accepting their return.

7. **Community Room remodelling:**

LV1 raised a request for the opening up of the community room to create a bigger space. Major structural works would be required to achieve this at costs of over £10,000. After discussions of the available funding vs the benefit of the works it was decided by all trustees this remodelling was not a viable option at this time.

8. **Tables in the David Myhill Room:**

It was discussed that the tables are worn and are in need of repair or replacement. The cost to replace the tops will be researched by SG and compared to the costs of more folding tables as these would be more user friendly in the long term. Immediate action by SG to remove the damaged tables from the Myhill room to prevent risk of injury to hirers.

9. **Window replacement in main Hall:**

2 Quotes have been received for the replacement of the rotten windows in the main hall, these are between £9,000 and £12,000 for UPVC frames. ECO grants / Biffa grants could be available to manage the costs – but YVAA policies still need updating (see item 3a) Provisional plan to start part replacement of the windows in 6-8 months after policy updates / grant applications and sustained income is in place.



10. **Any Other Business:**

Nothing raised.

Date of next YVAA Meeting – 21st March 2022 19:30 in the Community Room.