

**MINUTES OF A MEETING OF TRUSTEES HELD ON TUESDAY 8<sup>TH</sup> DECEMBER 2015 AT BAWDESWELL VILLAGE HALL, AT 7.30 pm**

**PRESENT:** James Lilwall (JL) Chairman, John Menzies (JMz) Vice Chairman, William Mason (WM) Treasurer, David Cockburn(DC), Rob Edwards (RE), Rita Edwards (RiE), Carolyn Good (CG) John Mallen (JMa), Marietta Menzies (MM) Secretary.

The Chairman opened the meeting by saying how sorry he and all Trustees were at learning of Les's diagnosis and that our thoughts were with him and Josie at the moment.

**1. Minutes of the last meeting 9<sup>th</sup> November 2015**

Had been circulated and were taken as read and agreed.

**Matters Arising**

- Publicity – JL and RiE still to get together.
- Reception Carpet – Still outstanding.
- PRS/PP – Still outstanding.
- Website – JL has spoken to Gavin Raines who will respond.
- Notice Board for statutory documents – WM has and will install.
- Tony's Trosh – DC has prepared posters. **JL to speak with TH.**
- Environs Group – the Bowling Club has taken ownership of the terrace and will smarten it up. BBQ area and soft planting – Tony Smith has taken responsibility for this area between the car park and the play area and PC has given him a budget. Car Park – Andrew Twomy is leading on this area and putting a scheme together and getting quotes.
- Rateable Value - JMz has seen the Valuation Officer who has agreed new lower rateable value and has spoken to Breckland and will apply for a 100% relief.
- Old Village Sign – is ready to come to the hall and this will happen in school holidays.
- Cinema – DC reported that the surround sound is not yet complete as he is waiting for parts from the US. The chairs from BFI should be delivered in January. Once they are received DC will dispose of the blue plastic chairs on Gumtree.
- Loop system – DC reported that this will be installed in next 6-8 weeks.
- FAB – have decided to return to Foxley for their regular meetings next year.
- Approved Supplier Status – JL still to speak to Kenny.
- PC last meeting – WM gave a report on how their grant of £50,000 towards the cost of the VH building was spent.

**2. Future Hall Usage, Lottery Outcomes and Hall Bookings**

- The Tuesday Kettle Bell classes have stopped for the time being but a new class is being run on Thursday evenings.
- Slimmers' World – will certainly continue on Monday for the first session at least.
- Pilates – to commence in the Activities Room from January on Mondays
- Lottery Outcomes – **MM and CG** had not yet got together as MM had spoken with the Lottery who will forward their questionnaire to us asap in order to give us plenty of time to complete it. Once it is received they will focus on the monitoring needs.
- Driveway Sign – needs replacing – **DC will prepare a temporary one.**

### 3. Hall Construction

JMz reported that –

- The plumbers have been in and fixed the Gent's loo. The Electrical contractor has come in to increase the heating in some zones. It still needs addressing in the Changing Rooms
- Final Account – Agreement has still not been reached with the Contractor. They have been asked to submit information to support their claim for variation costs, this information has not yet been received. In the New Year, they will be given a deadline if it is still outstanding.

### 4. Sub Group Update

- Hall Sub-Group – to meet in New Year. **JMa to organise.**
- Need to test the fire alarm. **Action JMz.**

### 5. Finance & Insurance

WM tabled the following documents:

- New Hall Fund – showing a final total of a small surplus of £7,067 after paying back loans of £33,750 by the financial year end.
- Comparison of Cost and Budget – which had been presented to the Parish Council.
- Hall Income and Expenditure by month – showing that Income is covering expenditure fairly well, and giving a full year forecast of £8,561.
- Hall Income by User – Boxercise – it was agreed that this would be supported until the end of March and then reviewed. There was some discussion on what BAG funds may be used for. There is an outstanding Little Monkeys invoice amounting to £90.00.
- JMz said how good it is that we are in line with the budget, which is the result of WM keeping such a good eye on expenditure.
- WM will provide the same level of detail each month.
- MM concerned that the Annual Accounts from the auditor are still outstanding as the Annual Report to the Charity Commission is due by the end of January 2016.

### 6. Hall Development

- a) Cleaning – JL reported that he is concerned about the loss of the cleaners for 4 hours a week and of the Caretaker role. The temporary cleaner does 2 hours and Trustee volunteers are making up the shortfall. There is no football or bowls at the moment which means the Changing Rooms don't need weekly attention. A vote of thanks was recorded to the Trustees who are undertaking the back-up cleaning.

CG proposed that we stick with the current situation for 3 months which was agreed. The situation to be reviewed at the March meeting. **JL will seek quotes from cleaning contractors.**

Without a caretaker there is a need for all Trustees to help with opening and closing the building for casual lets. **JMa to prepare a list** of the casual bookings in order that Trustees can indicate their availability to open up/close.

Regular hirers can be given keys and pass words. **DC to get more keys cut.**

- b) New Chairs – JL has spoken to the suppliers of the 4 example chairs who are going to collect them. It was agreed that when funds are available we may get further samples.
- c) Publicity – nothing to report.

### 7. Training

- Still outstanding for in-house fire alarm. **JMz to fix date.**
- No one undertook the First Air course on 25<sup>th</sup> November.

## **8. Policies Review**

- Activities Sponsorship forms – completed forms received from Bridge and Craft to date. Hub Café and Cinema still outstanding. **Forms needed by RF and DC.**

## **9. Any Other Business**

- Coffee Machine – MM had heard that this should be available for collection in January.
- Soup and Roll lunches – to be organised in the New Year.
- JMa has registered the Reception kitchenette with Food Standards.
- DC reported that the CCTV system monitor and mouse are now in the lower cupboard.
- List of meeting dates for 2016 agreed with AGM being held on Monday 13<sup>th</sup> June.
- It was reported that Lyng have achieved Lottery Stage 1 and wanted to meet with us again.

The meeting closed at 9.30 pm

Next Meeting: Monday 11<sup>th</sup> January 2016 at 7.30 pm, at Bawdeswell Village Hall.