

MINUTES OF A MEETING OF TRUSTEES HELD ON MONDAY 9th NOVEMBER 2015 AT BAWDESWELL VILLAGE HALL, AT 7.30 pm

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

Apologies: William Mason (WM), Les Beach (LB)

The Chairman welcomed everyone to the meeting.

1. Minutes of the last meeting 12th October 2015

Had been circulated and were taken as read.

Matters Arising

- Black Heart Band – the concert seemed a success. Things to be considered for the future: was Sunday the best night, audience 42 only how to increase numbers, ticket price too high? We received the rent plus £20. They have enquired about returning next year. It was agreed that it shouldn't become an annual event but perhaps they could return again in 2 or 3 years.
- Publicity – JL and RiE still to get together. The Chairman proposed a vote of thanks to Roger Fryatt for the amount of effort he has put into the letter and brochure which has been sent to several business. RF is also going to the school at 9.00 am tomorrow to leaflet parents about the Hub Café which he will open early.
- Reception Carpet – Still outstanding.
- PRS/PP – Still outstanding.
- Website –Gavin Raines is keen to help and believes if the booking system is not working it should be taken down. It was agreed to withdraw the booking option and to have a google calendar.
- Notice Board for statutory documents –WM has received it.
- Chairs – everyone to test the samples and report to WM. Alpha has no plans to collect at the moment and we will not be ordering until next year. **Action: All**
- NHS Joy of Food – CG has contacted them but so far they have not responded.
- Tony's Trosh – to be run the weekend of 10th/11th September 2016 in aid of VH Funds. DC has prepared posters and **JL to speak with TH.**
- Pilates – the prospective teacher is considering classes on Wednesday evenings and Tuesday mornings in the Activities Room.
- Table Tennis – has returned to VH on Monday evenings as Slimming World has dropped its second meeting for the time being.
- Food Hygiene Sticker – has been received and will be placed on the Statutory documents Notice Board.
- Environs Meeting – JL reported that the area was divided into 7 zones and different people at the meeting took on establishing the needs of each zone and are to report to the next PC meeting with proposals and costs.

- Rateable Value Notice – JMz had checked it and found some descriptions and measurements to be in variance with the plans. He will speak to them. Further, Breckland Council had sent a rates notice, dated 21.10.15, with a charge for the year from 22.5.15 to 31.3.16, in total of £5,409.87 but after the mandatory relief of 80% showing a net figure due of £1,081.97. JMz will also speak to Breckland on this matter.
- Old Village sign – repairs have been made and it will be coming to the hall to be displayed. The decision on where to hang it will be made then.
- Proposed Lending Library – CG reported that she had just heard that the Library could be reinstated in the phone box as BT was not going to paint it in the immediate future. It was agreed that there was no need for a separate supply of books to be available in the hall.
- Cinema – DC reported that he was undertaking the work necessary to prepare for surround sound and was awaiting a visit from a consultant to give advice.
- Loop system – DC reported that Robin Taylor has offered another microphone and both microphones will be positioned in the south wall of the main hall either side of the acoustic panels. DC is very grateful for the huge amount of assistance RT has given.
- FAB Meeting with B & J Cunliff – JL thanked all trustees who came to the meeting and reiterated his belief that there is a need to keep the communication channels open. At the meeting B&JC were very frank in stating the situation from their point of view for which the Trustees thanked them. Because the trustees' role is to let the building not to run activities, after discussion it was proposed that the Trustees should ask those running the Hub Café what their plans are for the New Year, as in the first instance the proposal was to start the Hub and test it until the end of 2015. If they are proposing to go forward to next year they would further be asked to confer with B&JC on any perceived conflict of interest and if there is one how it may be overcome.

2. Future Hall Usage, Lottery Outcomes and Hall Bookings

- JMa had received an enquiry for a New Year's Eve event from someone at Swannington. They asked if the hall was licensed. After discussion it was agreed that JMa would seek more information about the type of event and how/who was going to run it.
- There has been another wedding booking making 2 in May and one in June 2016.
- The Kettle Bell instructor is considering whether to start another group on Thursday evenings.
- Little Monkeys is growing with 32 toddlers in attendance last Friday, 6.11.15.
- Approved Suppliers – it was agreed that such a list must be established. Mary Kemp has offered JL help in producing it.
- The Bar – It was noted that Kenny set up his equipment on Friday for the private party on Saturday night and removed it on Sunday morning as agreed and left everywhere clean and tidy. While it was in situ the office door could not be shut properly and pipes running across the floor of Reception made it a H&S hazard. No charge was made or remuneration received from Kenny. **JL will speak to Kenny about becoming the approved bar provider and will negotiate a return for the VH on that basis.**
- Footfall – JMa reported that in September and October the average footfall was over 1,000 people each month.
- Lottery Outcomes – CG had circulated an updated list showing that outcomes are being met and she went through it giving more information. **CG and MM to get together** to establish the monitoring needs required by the Lottery to meet the end of the first year of operation obligations.

3. Hall Construction

JMz reported that –

- The mechanical sub-contractor had met with DC, JMa, LB and himself re heating controls as the heating is not high enough in the Activities Room. The original decision had been not to have thermostats that could be altered manually by anyone but means of altering the thermostat in the Activities Room will be added by the Contractor.
- Final Account – there is currently quite a lot of negotiation with Chaplin Farrant. Omnis are arguing about reasons why they were late. JMz is trying to speak with the MD of Omnis who is proving difficult to get hold of. JMz also plans to speak with Geoff Slater of Big Lottery again who has enquired about the delay in order to keep him in the picture. The Chairman commented that we had all been very happy with the good job Omnis had done in building the hall and everyone who sees it is very impressed with it, so it is upsetting that our impression of their company is being eroded because this issue is not being addressed by them.

4. Sub Group Update

- Need to fix another meeting. **Action: JMa**
- Need to test the fire alarm. **Action JMz.**

5. Finance & Insurance

In WM's absence JL reported that the PC will deal with its accounts in December. If we do not have final accounts WM will report on the situation as it is at that time.

6. Training

- In house training is needed re fire alarm, etc. Date still to be fixed. **Action: JMz.**
- First Aid – MM has details of a course being held on 25th November and will forward details to possible candidates.

7. Policies Review

Nothing this month.

8. Any Other Business

- Bingo – a volunteer is needed to organise and administer Bingo.
- Supper Club – CG suggested that as she had not received any response from the NHS Joy of Food people, she felt the village could get together and do something itself to provide information on healthy eating, the preparation of balanced meals, giving some teaching, etc. She suggested the title "The Good Doctor's Good Food Circle" and felt it could be run on a regular basis for a nominal amount. Trustees thought it a good idea to be pursued by those interested in undertaking it.

The meeting closed at 9.40 pm

Next Meeting: Tuesday 8th December 2015 at 7.30 pm, at Bawdeswell Village Hall.