

**MINUTES OF A MEETING OF TRUSTEES HELD ON MONDAY 11<sup>TH</sup> JANUARY 2016 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 saddened he was by the death of our fellow Trustee, Les Beach. He proposed a vote of thanks in Les's memory for all he had done in the three years he had been volunteer Caretaker, first at the previous hall and recently at the new hall. Les expanded the role to include support for all users in opening the building and setting up furniture, etc. as well as undertaking the maintenance jobs. The Chairman went on to say how pleased he was that Josie and her family had been supported by Trustees who had organised the Wake held at the Hall and thanked everyone for their involvement, particularly Rob and Rita Edwards. RE and RiE, thanked him but said it had been a team effort.

**1. Minutes of the last meeting 8<sup>th</sup> December 2015**

Had been circulated and were taken as read and agreed.

**Matters Arising**

- Publicity – JL and RiE are planning to get together on the 26<sup>th</sup> January.
- Reception Carpet – Still outstanding.
- PRS/PP – Still outstanding.
- Website – JL reported the Bookings option has been taken down. JMa said that unfortunately the calendar had been taken down as well. DC suggested that a Google calendar is in-putted. **JMa to speak to Gavin .**
- Notice Board for statutory documents – WM has installed.
- Tony's Trosh - JL has spoken with Tony Hood. The Trosh is to be held on 10<sup>th</sup> & 11<sup>th</sup> September in memory of Chris with proceeds going to the VH. JL and TH to meet to discuss at the HUB on 26<sup>th</sup> January at 10 am. **As many Trustees as possible to attend.**
- Environs – because of flooding the car park is unusable at the moment and continues to deteriorate. JL has emailed the PC.
- Rateable Value - JMz to apply to Breckland for a 100% relief now the Accounts are available to go with the Application.
- Old Village Sign – is ready to come to the hall.
- Cinema – DC reported that the surround sound now works when a DVD has Dolby sound. The new chairs from BFI are due to be delivered on 20<sup>th</sup> January 2016. **DC will dispose** of a total of 35 plastic chairs on Gumtree.
- Loop system – still outstanding.
- Approved Supplier Status – Kenny is running a bar in VH this weekend. **JL to speak to him.**
- Driveway – new sign is up. **RiE volunteered to clean sign on opposite side of the road.**
- Sub-Group – meeting to be held at the VH at 7.30 pm on Monday 18<sup>th</sup> January.
- Testing Fire Alarm – Still Outstanding.
- Contract Cleaners – **RE will research and get quotes.**
- Keys – more have been cut. Slimmers' World has its own now.

- Window Cleaner – current window cleaner has moved on. **RiE to obtain a quote from her window cleaner.**
- Sponsorship Forms – Hub and Cinema outstanding – **JL to send form to RF. DC has one already.**
- Coffee Machine – **MM to ascertain situation.**
- Lyng Lottery team – 3 members visited before Christmas and Andrew Blencowe, the Chair, is coming tomorrow to refer to our Stage 2 application.

## 2. Hall Bookings and Enquires Update

- Kettle Bell classes – Lucy to run a class on Thursday evenings and Matt to start a class on Tuesday evenings, both use the main hall.
- Pilates starting on the 18<sup>th</sup> in the Activities' room. Sessions of 5 weeks at a time.
- Weddings – deposits have been received for 2 weddings.
- ICENI Choir – are keen to rehearse here on Wednesday evenings, but VH only available every other Wednesday. They are having a Concert on 20<sup>th</sup> April 2016.
- Zoombies – had enquired about booking the May bank holiday weekend but it is not available for the whole weekend.
- Boxercise will start again this week but only for a limited period if numbers don't improve.
- JMa reported that general enquires are up and there are only one or two free Saturdays nights in next the two months.

## 3. Lottery Outcomes Update

- CG circulated an updated Project Outcomes, Change Indicators and Timescales form and went through the new additions. **CG to circulate before each meeting.**
- WM reported that the Children's Activities which have been run in the summer holidays for several years were not well enough supported by mothers last year and KM was left without helpers so without a committed workforce she is unable to continue this initiative.
- MM reported that she had that day been in touch with our Lottery contact re the mid-term report. Unfortunately this document was not received before Christmas as promised as the Lottery overlooked sending it. It was received today, our contact's first day back in the office, and was due to be completed by the end of January. We are able to apply for an extension and in view of MM's pending 5 week absence from 25<sup>th</sup> January it was agreed that an extension will be applied for until the end of March. In the meantime all groups will be asked for information, photos and any other evidence they can supply relative to their activities in the new hall. **MM to contact users and CG will co-ordinate the return of information in MM's absence.**

## 4. Operations Update

- a) Caretaker Vacancy – JL to put an ad in the Reeve's Tale.
- b) Cleaning – trustees are happy with the current arrangements which are in place until the end of March so it was agreed not to advertise this month.
- c) PR & Marketing, Web. Nothing to report further this month.
- d) General Maintenance – some cracks have appeared and will be dealt with at the end of the Defects Liability period (22 May 2016). The loos and heating working well. A replacement zone control box for the underfloor heating to be fitted in the Office. JL asked where coats should be hung. It was suggested that a sign should be put on the door to the Changing Rooms corridor.
- e) Final Account – a letter has been sent to the contractor by the architect requiring outstanding information to be provided by 20 January 2016.

## 5. Finance & Insurance

WM tabled the following documents:

- Income & Expenditure 2015-16 – overall this shows we have made a trading surplus of £2,709 with payments of £1,056 outstanding from invoices issued.
  - Sponsored Groups - showing a balance of £1,400.10 available. It was agreed that Boxercise should continue and be subsidised from this account but regularly reviewed.
  - Monthly Schedule of Hall Income – showing a trading deficit of £61.88 for December but a full year forecast of a trading surplus of £8,561. It was agreed that there would be no charge for the hire of the hall for Les Beach's Wake.
  - Hall Income by User – showing the income from regular lettings and from casual lettings. There was discussion on the outstanding invoices. **JMa to speak to Little Monkeys and ask for details of the cheque written by them.**
  - New Hall Fund – not much change from last month.
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- WM reported that the accounts had been examined by Aleithia Mann. Mrs. Mann waived her fee for this service. **MM to write and thank her.**
  - Mrs. Mann raised the question of depreciation. Goods will need to be depreciated quickly but the building can be depreciated more slowly, so the cost of the building will have to be split out. WM and JMz to get together to create a register of equipment and life expectancy. **JMz will itemise the main items of equipment.**
  - Budget for next year to be prepared for the February or March meeting.

## 6. Training

- Still outstanding for in-house fire alarm. **JMz to fix date.**

## 7. Policies Review

The Trustees went through the Accounting and Reserves Policy that had been circulated and made some amendments. **MM to update.**

## 8. Any Other Business

- MM reported that she had updated the Charity Commission required information and sent the Trustees Annual Report and Accounts including the Auditor's Certificate, electronically as required.
- DC working on the network connection cables and the Loop.
- Cinema is holding a Quiz Night on the 27<sup>th</sup> February and a Lecture on Shackleton on 5<sup>th</sup> March.
- Minutes and Reeve's Tale next month to be done by **JMa and JL, respectively.**

The meeting closed at 9.25 pm

Next Meeting: Monday 8<sup>th</sup> February 2016 at 7.30 pm, at Bawdeswell Village Hall.