

**MINUTES OF A MEETING OF TRUSTEES HELD ON MONDAY 11<sup>th</sup> April 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), Rita Edwards (RiE) Rob Edwards (RE), JohnMallen(JMa), Marietta Menzies (MM) Secretary.

**APOLOGIES:** Carolyn Good.

The Chairman opened the meeting and welcomed everyone.

**1. Minutes of the last meeting held on 14<sup>th</sup> March 2016**

Had been circulated; the missing number at the top of page 2 was confirmed as 29 and the FoBS Children's party under AOB should read "Children's *Christmas* party". It was agreed that in future the Minutes will not be published on the website until they have been approved by Trustees.

**Matters Arising**

- Approved Suppliers – JL had spoken with Kenny re providing a Bar at functions. There was discussion on this issue in respect of the equipment and the trailing pipes and wires that have to be installed. It was agreed that Kenny should approach Adnams regarding an under counter draught beer unit. This needs to be fully researched because of possible VAT and Rates implications. It was further agreed that a daily "pitch" fee should be charged. Approved suppliers for other services and purchases will be considered in the future.
- Caretaker Vacancy – There had been no response to the advertisement in the Reeve's Tale in April. To be re-advertised in May edition.
- Coffee Machine – **DC to check** the source he had found for capsules on the internet.
- Contract Cleaners –RE has sought quotes but there has been no interest. There was discussion on the cleaning situation and the current reliance on willing volunteers. It was agreed this is not a long term solution. **JMa to ask** Carol if she could do more hours.
- Driveway – new signs for the end of the drive have been installed and look good.
- Loop system – still outstanding.
- Old Village Sign – still outstanding.
- PRS/PP – Now in place.
- Reception Carpet – A heavy duty runner similar to the mat in front of the vestibule and reception doors to be sought. **JMa.**
- Tony's Trosh – JL reported that a professional risk assessment will be undertaken and paid for out of the takings. **JL will contact** Police and Highways. Copies of insurance certificates of all participants to be obtained.
- Chairs – DC has completed an application for 50 more chairs and will learn whether successful or not on 17<sup>th</sup> June and if so delivery would be on the 19<sup>th</sup> August 2016. The Trustees were very grateful to DC for making this further application.
- Bowls Club – had made an offer for use of the building during the coming season. It was also noted that they are making a donation to the PC for the carpark refurbishment.

- Keys – had been found for the padlock on the chains at the end of the drive, but had not been found for the electricity box. Mrs. Beach may have one of the two keys needed. **JMz to contact Orange Fox** to replace the lock.
- Maintenance Agreements – JMz had obtained a quote from E Fire for the Intruder Alarm covering one visit per annum with any call out extra, and for the Fire Alarm for two visits per annum. It is an insurance requirement to have maintenance agreements so the decision was made that they should be in place from 22<sup>nd</sup> May 2016. It was further agreed not to take out a maintenance agreement with Dorma for the front door but to allow a sum in the budget for future maintenance. A quote is needed for an “auto-dialer” for the fire alarm.
- Rateable Value – DC brought to the attention of the meeting the fact that the rateable value below which it is unnecessary to apply for rate relief has been raised to £12,000 and the building is below that threshold at the moment so there will be no need for us to apply in future.

## 2. Hall Bookings and Enquires Update

- JMa reported that general enquiries are continuing regularly. There is space available at different times. It was agreed to put an advert in the Reeve’s Tale. **JL to draft.**
- Children’s Football Team – Jamie is proposing to set up a team beginning in September and is looking for sponsorship.

## 3. Lottery Outcomes Update

- The Lottery Mid-Year Report was sent on the 18<sup>th</sup> March but no feedback had been received. MM had spoken with the Lottery and learnt that the full year report will be due on 25<sup>th</sup> July 2016.
- JL suggested that the Mid-Year report be sent to other interested parties. **MM to action.**

## 4. Operations Update

The next meeting is to be held on Monday 18<sup>th</sup> April 2016 at 7.30 pm in the VH.

## 5. Finance & Insurance Cover Update

- WM tabled documents at the 31<sup>st</sup> March 2016 as follows:
  - Hall Report – showing a net figure for the year and a current balance and including a draft budget for 2016/2017 showing a net figure for the year.
  - Hall Income & Expenditure by month – showing a trading surplus.
  - Hall Income by User – showing total income and invoices outstanding.
  - New Hall Fund – showing total funds available and sum available after allowing for all outstanding expenses.. All loans to cover cash flow had been repaid.
- Outstanding invoice – Slimmers’ World – **WM to send** a reminder.
- WM reported that the Accounts for the year are prepared and the Report needs to be prepared for both to go to the Auditor. **Action MM.**
- It was agreed to renew our membership with Momentum. **MM to provide details to WM.**
- Membership of NAVH had been paid but it may be closing down in which case the fee will be refunded.

## 6. Training

**MM to forward** Momentum list of courses to all Trustees and place the list on the notice board.

## **7. Policies Review**

- Lost Property – No changes, signed by the Chairman.
- Smoking, Alcohol and Use of Illegal Substances – some changes to be made.
- Training – some changes to be made.

## **8. Any Other Business**

- BBQ tools to be kept in the bottom locker in the meeting room.
- Outside tin shed – this is used for field equipment and it is believed to be inadequate. An offer has been made to replace it with a Container from Anglo Scottish. It is believed there must be something more appropriate to provide the necessary storage.
- Car park – great news that funds have been raised and work will start on 6<sup>th</sup> May 2016. Fund raising continues for the driveway.
- Land on north side of VH facing the Bowling Green – JL has spoken to Paul Digby and believes they are considering slabs.
- Tablecloths – MM willing to make; agreement was given for the purchase of material.
- Donation for kitchen equipment –RE proposed and trustees agreed that it would be used to buy chafing dishes, a pour and serve coffee machine and serving spoons.
- Outside tables – DC suggested that two more should be purchased if funds permit, then a donation would be made to the PC to cover the cost.

The meeting closed at 9.40 pm

Next Meeting: Tuesday 10<sup>th</sup> May 2016 at 7.30 pm, at Bawdeswell Village Hall.