

MINUTES OF A MEETING OF TRUSTEES HELD ON MONDAY 14th March 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), Carolyn Good(CG),JohnMallen(JMa), Marietta Menzies (MM) Secretary.

APOLOGIES: Rob and Rita Edwards

The Chairman opened the meeting and welcomed everyone.

1. **Minutes of the last meeting held on 22nd February 2016**
Had been circulated and were taken as read and agreed.

Matters Arising

- Approved Suppliers – JL still to speak to Kenny.
- Caretaker – A draft Ad was considered and agreed for next Reeve’s Tale.
- Coffee Machine – need to obtain capsules. It was agreed to charge for a “capsule” coffee.
- Contract Cleaners – JMa reported that RE has asked a company to quote and is waiting to hear.
- Driveway – new signs for the end of the drive have been received and will be put up this week.
- Loop system – still outstanding.
- Old Village Sign – The PC Chairman is going to contact the McColvilles.
- PRS/PP – Still outstanding.
- Rates - JMz reported that Breckland has granted a 100% relief.
- Reception Carpet – Still outstanding.
- Tony’s Trosh – Our Insurance policy includes cover for “non hazardous fundraising events”. We will have to do a risk assessment and take the necessary measures and get copies of the insurance certificates of all participants. The sub-committee to be asked to identify someone to undertake a risk assessment. All risk assessments must be seen by the Trustees before the events take place and all necessary measures taken.
- Weddings – the question has arisen re a marquee being erected on the field for weddings. The PC is happy for the field to be used in conjunction with the hall. The main problem would be loud music being played in the marquee and it would be the responsibility of the hirers to warn the neighbours. The insurance company requires that for any event held outside the hall, we must ensure that a risk Assessment is carried out, and a written report produced with any identified risks being addressed.

2. Hall Bookings and Enquires Update

- JMa reported that general enquires are continuing regularly.
- Girl Guides – had enquired about an overnight let and he asked Trustees their thoughts on the charge. £100 was considered as an approximate figure. Finding a free evening/night/morning may be difficult.
- The First Soup and Roll lunch had been very successful with 29 attendees.

3. Lottery Outcomes Update

- CG went through the updated Outcomes and there was some discussion.
- The Lottery Mid-Year Report will be finalised and sent this week.
- The Trustees agreed to provide “seed” funding from the BAG account for any group seeking to start an activity supporting the community and Lottery outcomes.

4. Operations Update

- Hand driers – it was reported that a small child had been frightened by the hand drier; however, after discussion the Trustees agreed not to install paper towels in the Loos.
- A paper towel holder will be installed over the sink in Reception.
- A snag list will be prepared by Chaplin Farrant in early April.

5. Finance & Insurance Cover Update

- The Insurance premium update was given.
- Donations from Les’s funeral amounted to £896.64 including £200 from Josie. This sum will be credited to the general account. The Trustees recorded a vote of thanks for this generous donation. MM had written to Josie Beach.
- DC is going to complete a further grant application for more chairs from BFI.
- WM tabled documents as follows:
 - Sponsored Groups - showing balance available. It was agreed that Boxercise should continue and be subsidised from this account but regularly reviewed.
 - Hall Income & Expenditure by month –Hall Income by User – showing a total income up to 14 March 2016
 - New Hall Fund – showing total funds in the Bank and outstanding expenses. It was agreed that the loans made to cover cash flow during the building process should be repaid by 31st March 2016 as agreed.
 - Hall Report – showing net income for the year and total balance and including a draft budget showing an estimated trading for 2016/17.
- WM tabled a schedule of items that will be depreciated over several years and showing a sum for the six months of this year. It was agreed that this amount would be included in the Accounts
- It was agreed that a list of regular maintenance items is established and maintenance terms agreed.
- It was also agreed that we would trade for a year before securing any maintenance contracts.

6. Training

MM reported that she had received details of various courses and would go through them and forward details to other Trustees.

7. Policies Review

The updated Accounting and Reserves Policy was signed by the Chairman.

8. Any Other Business

- Surround Sound – It was agreed to put the necessary trunking on the outside of the building. Laptop and microphone connections trunking will be by the Store room.
- Hire of tables and chairs - It was agreed to charge £3 per table and £3 for 10 old black chairs.
- Black Heart Band – It was agreed not to run this GIG this year.
- Friends of Bawdeswell School – it was agreed they could run a Children’s Christmas party.
- Bowls Club – JL is in discussion with Paul Digby about the charge for the coming season.

- Fundraising event – CG believes we should hold a fundraising event each year for BVH funds.
- Field Car parking – the keys are missing to access the entrance. Check to be made.
- Field electricity cabinet – key missing. Check to be made.
- Hope Fund – WM kindly willing to produce some accounts.
- Fire/Intruder Alarms – JMz to check if there is/ are maintenance contracts for one or both.
JMz
- Trustees' Liability Insurance – is this covered by our insurance company? **WM to report.**

The meeting closed at 9.40 pm

Next Meeting: Monday 11th April 2016 at 7.30 pm, at Bawdeswell Village Hall.