

MINUTES OF A MEETING OF TRUSTEES HELD ON MONDAY 10th May 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), John Mallen(JMa), Marietta Menzies (MM) Secretary.

APOLOGIES: Carolyn Good.

The Chairman opened the meeting and welcomed everyone.

1. Minutes of the last meeting held on 14th March 2016

Had been circulated and were taken as read.

Matters Arising

- Approved Suppliers – JL had spoken with Kenny and agreed on £50 as a pitch fee whenever he provides a Bar at the hall. Kenny would like us to collect it from the hirer directly. We will also collect the £15 fee for the use of our licence.
- Caretaker Vacancy – There had been no response to the advertisement in May.
- Coffee Machine – DC had passed on details of the source of capsules, but because of the expense they were not going to be provided and the Kona type machine used instead.
- Cleaners – Carol, the current cleaner, is willing to do more hours. **JMa to speak with her** about times.
- Loop system – outstanding until all the snagging work has been done.
- Old Village Sign – still outstanding.
- Reception Carpet – A heavy duty runner has not been found but a new mat has been put in place in the vestibule.
- Tony's Trosh – NFU undertaking a risk assessment and it is believed will cover the insurance. JL has registered the event with the Police and has been in contact with Highways.
- Keys – Orange Fox have fitted a new lock to the electrical cabinet and provided 4 keys. One to be held by WM in his safe. Other 3 to be allocated by Operations Group. **DC to obtain a new Key Box.**
- Maintenance Agreements – JMz had obtained a quote for an Auto-Dialler for the Fire and Intruder alarms at a cost of £215 + VAT. It doesn't need a separate telephone line. This meeting agreed in principle with the expense. To be confirmed by Operations Committee.
- Advertisement for the Hall went into the May Reeve's Tale. This has been paid in advance for the rest of the year
- Lottery Progress Report – a shorter report had been sent to The Geoffrey Watling Trust and the main Report will be sent to Gordon Bambridge for Breckland. **Action: MM**
- Slimmers' World – account still outstanding. Momentum and Voluntary Norfolk – memberships renewed.
- Car Park – work will start the week commencing 4th July and be completed by 27th July when work on the driveway will begin if the money is available.
- Rear Terrace – the Bowling Club has been doing some work on this area. WM had spoken with the PC about the ownership of the land. It was agreed that it is VH land up to the edge of the paving. It was agreed by Trustees that the rent paid by Bawdeswell Bowls Club each

season includes rental of that land. It was further agreed that Trustees must have access to the area to check the building so will need the combination number or key of the lock. If the Bowls Club wishes to make any attachment or addition to the wall of the VH building it must first seek authorisation from the Trustees of the VH. **JL to email PD.**

JMa to follow up with PD on getting rid of the rubbish.

2. Hall Bookings and Enquires Update

- Pilates – as the current teacher is having to move with her husband’s job a new teacher has been identified and is coming to meet the group next week.
- Little Monkeys – Kate and Ann wanting to come and speak to Trustees.
- Weddings – there are 5 bookings in 2016.
- Publicity Photographs – JL to provide some photos of his parent’s party.

3. Lottery Outcomes Update

No Report.

4. Operations Update

The last meeting was held on Monday 18th April and the next meeting will be held tomorrow, 11th May 2016 at 7.30 pm in the VH.

JMz went through the total list of expenses to be decided and agreed, as follows:

Meeting Room cupboard shelving	£150	Incls. VAT & fitting
Electrical Box new lock	£65	Incs.VAT
Blinds - Office	£88	Incls. VAT & fitting
Blinds - Store	£88	Incls. VAT & fitting
Reception Vertical Blind	£241	Incls. VAT & fitting
Or Reception Roller Blinds	£372	Incls. VAT & fitting
Autodialer	£215	+ VAT
E-Fire Maintenance Agreement for Intruder and Fire Alarms One Year (2 visits for fire alarm system 1 visit for intruder alarm system)	£225 total	+ VAT
Heating Maintenance to be done in August,2 units and 2 manifolds	£186	+ VAT
Entrance “Dorma” Door	£185	+ VAT

It was agreed that a Vertical Blind will be purchased for Reception and for the Office at a total cost of £329.00.

5. Finance & Insurance Cover Update

- WM tabled documents at the 9th May 2016 as follows:
 - Income & Expenditure Statement with a balance of £3,365 and net for year, of **-£781**.
 - Hall Income & Expenditure by month – showing a net income at the end of April of £479.78.
 - Hall Income by User – showing an overall total of £1,935. and invoices outstanding of **-£634**.

The Annual Report for the Year had been prepared in Charity Commission format and sent to all Trustees.

6. Building Update

JMz reported that A Defects Liability Snag List had been prepared and sent to Omnis. The main items are –

- Doors, particularly the fire doors which aren't hanging properly and need re-hanging.
- Cracks – The question is why are they appearing? They fall into 2 main categories. Chaplin Farrant's Structural Engineer came to site and his conclusion is that they are either the consequence of drying out because the blockwork was not adequately protected during the wet weather, or have arisen because the contractor did not follow the drawings and failed to include the expansion joints in the main hall walls. The Contractor is arguing about what has to be done. It will mean cutting two channels into each of the two main walls. We are awaiting a programme of work which will have to fit in with hall bookings. The retention money will not be paid until the work has been done.

7. Training

The Momentum list of courses had been forwarded to all Trustees and placed on the notice board.

8. Policies Review

- Smoking, Alcohol and Use of Illegal Substances – signed by the Chairman.
- Training – signed by the Chairman.
- Health & Safety Policy Statement – some changes to be made.
- Equal Opportunities – some changes to be made.

9. Any Other Business

- JL reminded the meeting that the Annual Parish meeting will take place in the Church next Monday 16th May 2016 at 6.30 pm
- The Parish Council's AGM was held yesterday and William Cunliff (WC) is the new Chairman. David Shannon is remaining on the PC.
- VH AGM Monday 13th June at 7.30 pm. JL will invite WC to speak. JL will write a Report to present at the meeting and will contact those on his "round robin" email list to inform them of the AGM.
- The PC needs to confirm its two appointed Trustees. Other Trustees to be identified.
- DC to prepare a Poster for the AGM.
- JL is happy for someone else to take over the chairmanship but no one volunteered. All current Trustees are happy to stand.

The meeting closed at 9.30 pm

Next Meeting: Monday 13th June 2016, at Bawdeswell Village Hall, following the AGM which starts at 7.30 pm.