

MINUTES OF A MEETING OF TRUSTEES HELD ON MONDAY 13th June 2016 AT BAWDESWELL VILLAGE HALL, AT 8.05 pm

PRESENT: James Lilwall (JL) Chairman, John Menzies (JMz) Vice Chairman, William Mason (WM) Treasurer, Josie Beach (JB), David Cockburn(DC), Rita Edwards (RiE) Rob Edwards (RE), Carolyn Good (CG), John Mallen(JMa), Marietta Menzies (MM) Secretary, Jason Waller (JW), Julia Waller (JIW).

IN ATTENDANCE: Andrew Toomey (AdT), and Ann Twoomey (AnT).

The Chairman opened the meeting and welcomed everyone especially the new Trustees to their first meeting. He stated that he was willing for someone else to take over as Chairman but the meeting was keen for him to remain as Chairman. The other officers were all willing to continue their roles as follows:

Vice Chairman – John Menzies, Treasurer – William Mason, Secretary – Marietta Menzies, Bookings – John Mallen, Website – David Cockburn.

1. Minutes of the last meeting held on 10th May 2016

Had been circulated and were taken as read.

Matters Arising

- Cleaning – Carol, the current cleaner, has started doing an hour on Friday, sweeping the main hall and cleaning the loos but not vacuuming carpeted areas. She is now doing 3 hours a week.
- Loop system – outstanding until all the snagging work has been done.
- Old Village Sign – still outstanding.
- 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 – The new key box is in place.
- Lottery Progress Report – has been put on the website. It, or a version of it will be sent to Gordon Bambridge for Breckland when the final claim is made from Breckland. **Action: MM**
- Slimmers' World – account still outstanding.
- 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 – JL has spoken to Paul Digby of Bawdeswell Bowls Club (BBC) who will provide us with a key to the gate to the terrace. He has acknowledged that they will speak to Trustees regarding anything to do with the VH building in future and he will inform all the other Bowling Clubs of this. We will deal directly with the BBC not with one of the three other Clubs who sub-let the Green.

2. Hall Bookings and Enquires Update

- August will be quiet as the exercise classes will not be run.
- There have been three weddings. All feedback was very good. There was a complaint about noise following one of them. Trustees and other supportive villagers were involved in preparing for and clearing up after these events, which was much appreciated especially because of the late nights involved.

- Car Park Updating – AdT will give JMa a copy of the program for the period in order that parking can be managed while the improvements are being made and the current car park is out of action.

3. Lottery Outcomes Update

The end of first year Report is expected shortly from the Lottery for completion by the end of July.

4. Operations Update

- Door signs – DC has made wooden signs for doors where necessary, which were grateful received and much admired.
- Shelving – the Committee Room cupboard has now had shelves fixed and there is space for another set of lockers if/when necessary.
- Electrical Cupboard – new lock fitted.
- Front door has had its first maintenance.
- Auto dialler has been installed for fire alarm.
- Fire Alarm – is being tested every Monday morning.
- Vertical blinds - being installed on 15th June.
- Next meeting 15th June.

5. Finance & Insurance Cover Update

- WM tabled documents at the 11th June 2016 as follows:
 - Income & Expenditure Statement showing a Trading Surplus of £804.
 - Hall Income & Expenditure by month – showing a net income at the end of May of £1,352.44.
 - Hall Income by User – showing an overall total of £3,634. and invoices outstanding of -£656. The outstanding payment from Slimmers' World for last year is promised.
 - The accounts have been examined again by Aleithia Mann who has again waived her fee. **MM to write and thank.**
 - The Trustees agreed to donate £1,000 to the Parish Council as a share of the cost of the car park refurbishment.
 - CG asked if we should be considering raising our charges. It was agreed to have a rent review at the next meeting.
 - The first year of trading will be completed at the end of August. It was agreed that we would consider our position when hirers do not use space they have pre-booked and rent is lost.
 - Bowls Club – had not yet paid the agreed £500 for the season. **Action: JMa to invoice them.**

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

6. Building Update

- The Contractor will start work on the 13th August taking 2 weeks and 2 days. The main hall will be totally out of action for the whole of this period.
- Work will also take place in other areas when they are available.
- The doors have already been re-hung.

7. Training

- MM to provide necessary documents and information to the new Trustees. (Constitution, Business Plan, Meeting Dates, Contact List).

8. Policies Review

- Health & Safety Policy Statement – signed by the Chairman.
- Equal Opportunities – signed by the Chairman.
- Depreciation Policy – to be prepared and adopted. **Action WM to draft.**

9. Any Other Business

- Letter from Val Barnes, Keep Fit Saturday morning Teacher seeking permission for the fire doors to be opened during her class to cool the hall. There was some discussion; it is believed the air system if turned on sometime before a class would cool the hall adequately. DC is going to obtain a sound meter and will do a survey. It is believed opening doors breaches the terms of the Entertainments' Licence, Clause 17. **Action MM to respond to Mrs. Barnes**
- Caretaking – as no volunteer has come forward and there are not the funds to employ a Caretaker the following Trustees/Supporters have volunteered to cover some days:
 - Monday Janet Cockburn, locking up after Table Tennis.
 - Tuesday Rob and Rita Edwards
 - Wednesday Peter and Carolyn Good
 - Thursday John and Marietta Menzies
 - John Mallen and Roger Fryatt will cover all other times.Rob and Rita Edwards volunteered to be the contact for weddings/functions bookings. **These arrangements to be kept in constant review.**
- Model Railway Exhibition 2017 – RE agreed to provide any catering via the Hub team.
- Children's Football - an under 7s team is being tried on Wednesday evenings to see if one team for boys and one for girls can be set up regularly from September.
- Soup & Pudding Lunches – the last for the season to be held on 30 June. They will re-start in September/October

The meeting closed at 9.30 pm

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

MEETING DATES FOR THE REMAINDER OF 2016-07-04

July	11
August	8
September	12
October	10
November	14
December	12