

MINUTES OF A MEETING OF TRUSTEES HELD ON MONDAY 11th July 2016 AT BAWDESWELL VILLAGE HALL, AT 8.05 pm

PRESENT: James Lilwall (JL) Chairman, John Menzies (JMz) Vice Chairman, William Mason (WM) Treasurer, 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).

Apologies: Josie Beach (JB)

The Chairman welcomed everyone to the meeting especially JW and JIW to their first meeting in the Committee Room

Draft Minutes of the AGM

Amendment - JMa and JL were the two PC appointed Trustees. WM is an elected Trustee. **MM to alter.**

1. Minutes of the last meeting held on 13th June 2016

Had been circulated and were taken as read.

Matters Arising

- Lottery Progress Report – not yet sent to Breckland. Will be sent when application for Match Funding final payment made.
- Loop system – outstanding until all the snagging work has been done.
- Old Village Sign – still outstanding.
- Slimmers' World – outstanding account has been paid.
- Carpark – it was understood by some that work is delayed by 3 weeks because the contractor's previous job has been delayed due to wet weather. **JMa to speak to AT to get** some clarity on the new starting date.
- Bowls Club – £500 not received - **JMa to invoice them.**
- Keep Fit – MM had written to Mrs. Barnes re door opening.
- Certified Accounts Examiner – MM had written to Mrs. Mann to thank her.

2. Hall Bookings and Enquires Update

JMa reported –

- Casual bookings are going well.
- August will be quiet.
- July has been better than expected.
- He is concerned about some of the regular exercise classes where numbers are dropping off.
- There are bookings for Children's birthday parties.
- Rent review – it was agreed to address this sometime after a full year of trading.

- Day time Lettings - developing day time bookings to commercial users would be advantageous. There was much discussion covering the pros and cons of a two tier system, providing a refreshment service inclusive of the hire charge or as an extra. It was suggested that an Open Day is held for possible commercial users after the car park and driveway have been finished. To be discussed with Example Marketing to develop an invitation list. A package to be prepared giving different rates with or without refreshments - **Action: JMa, RE and RiE.**

3. Lottery Outcomes Update

CG tabled -

- the updated Outcomes document, and
- the first draft of the End of First Year Report due for submission electronically on the 25th July. There was some discussion on this and it was agreed the new building is driving a lot of change. **MM and CG to complete and send off.**

4. Operations Group Update

- Vertical blinds – had been well received by users.
- Group has agreed not to incur expenditure at the moment.
- They had spent the last meeting discussing revisions to the Terms and Conditions.

5. Finance & Insurance Cover Update

WM tabled documents at the 11th July 2016 as follows:

- Hall Report Income & Expenditure prepared on a strictly cash basis showing a Trading Surplus of £551 and a balance of £3,432. Trustees' Funds are donations specifically for BVH and can be used for something specific.
- Hall Income & Expenditure by month – showing a balance at the end of June of £4,423.04 and for the year to date of £3,338.89. There was a lot of expenditure in July due to maintenance done and equipment purchased.
- Hall Income by User – showing an overall total of £4,471 and invoices outstanding of **-£364.**
- Fund Summary – WM went through this document. It was agreed to have a Maintenance Budget as well as a Depreciation Budget.
- BVH Depreciation – for 2016/17 amounts to £16,154. As we are unlikely to make a surplus of £16,000+, the Accounts will show a loss.
- Countrysiders invoice which is prepared quarterly to be sent out. **Action: JMa**
- Rent for two elections has been received from Breckland.
- Rent was outstanding from Fobs for a meeting and a function. **Action: JMa**
- Veolia had charged for 2 extra lifts and there had only been one. **JMa to investigate.**
- Extra charges incurred by events are taken from deposits.
- Bar – it was thought an excessive choice of drinks had been provided by Kenny at a recent function and that this should be reduced. **RE to speak to Kenny.**
- Donation from DC Party - £630 had been received with thanks - to be used for the driveway.

6. Training

MM to provide Constitution and Business Plan to new Trustees.

7. Policies Review

Hiring Terms and Conditions – WM had circulated a draft of updated Ts&Cs with some amendments. It was agreed to accept all amendments. **Actions: WM to update. DC to lodge update on website. JMa to send a copy to all users.**

8. Any Other Business

- Ryan Newton Photography – MM told the meeting this man had provided some cover photos for the Reeves Tale and some of his brochures were available in the Office for the attention of any future wedding/event bookers.
- New Chairs – DC is concerned that new chairs have been used outside and reminded the meeting that only the old black chairs should be taken outside.
- TV – the kind offer of a TV for BVH to be discussed by the Operations group and a recommendation made.

The meeting closed at 9.35 pm

Next Meeting: Monday 12 September 2016, at Bawdeswell Village Hall at 7.30 pm.

MEETING DATES FOR THE REMAINDER OF 2016

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| September | 12 |
| October | 10 |
| November | 14 |
| December | 12 |