

**MINUTES OF A MEETING OF TRUSTEES HELD ON MONDAY 16<sup>th</sup> JANUARY 2017 AT BAWDESWELL VILLAGE HALL, AT 7.30 pm**

**PRESENT:** James Lilwall (JL) Chairman, John Menzies (JMz) Vice Chairman, Jason Waller (JaW) Treasurer, Rita Edwards (RiE) Rob Edwards (RE), Carolyn Good (CG), John Mallen (JMa), Marietta Menzies (MM) Secretary, Julia Waller (JIW), David Cockburn (DC).

**APOLOGIES:** Josie Beach who has authorisation to be absent for four months.

The Chairman welcomed everyone to the meeting wishing them a happy New Year and thanking them for keeping the show on the road in 2016.

**1. Minutes of the last meeting held on 16<sup>th</sup> December 2016**

Had been circulated, taken as read and accepted as a true record of the previous meeting.

**2. Matters Arising**

- Loop system – a working party has been organised to install this on the 19<sup>th</sup> January.
- Booking Form – in hand JIW re-sending to JMa in none PDF format.
- Noise –
  - JL asked for more information and CG suggested that communication is made with the complainant and a resolution found. **Action: JL.**
  - The band that had hired the hall recently for a rehearsal was loud and it was agreed to speak to them about the noise level if they re-book. **Action: JMa.**
- Bank Signatories –JaW reported all okay with HSBC account and CCLA account.
- Fete – will be organised by BAG group, PC and School. RE is discussing with Roger Fryatt.
- Fund Raising – to be undertaken by the separate BAG group rather than at Trustees' meetings and a report made to this meeting. This group to be self-funding.
- Field subsidence has been fixed by Contractor.
- Comedy Night – it was agreed to book this for 28<sup>th</sup> October. Details to be discussed and function to be organised by BAG group

**3. Finance and Insurance Update**

- Final Account – JMz reported that although Omnis had originally submitted a claim for a 6 week extension of time, a one week extension had been conceded to cover an addition to the scope of work. Another item of contention had been the interim fixing of the car-park which the contractor had claimed for. Following further negotiations it seemed that the final contractual sum was still likely to be £640,000. Conclusive agreement was imminent. The final payment to Omis would include the release of the £15,783 retention monies.
- JaW reported that December had been quite a good month in the end with an income of £1,502 and a trading surplus of £475. He went through the Rolling Year spreadsheet as he believes it is of the most use to Trustees. He also tabled -
  - Hall Report showing a trading surplus of £5,208 against a budget of £3,040.
  - Hall Monthly showing a net income of £456 for December.
  - Hall Income by User showing a total amount outstanding of **-£879.**

#### 4. Hall Bookings and Enquires Update

JMa reported that generally enquiries are slow at the moment with no wedding bookings at all.

- Slimmers' World – no confirmation yet of possible Thursday meetings. **JMa to email Manager.**
- There is to be a concert on Sunday 29<sup>th</sup> in aid of Alzheimers with ICENI performing.
- Craft Sessions – 4 x morning sessions booked for the year.
- Cinema Club – is starting monthly Sunday matinees.

#### 5. Lottery Outcomes Update

CG reported that there have been no further bookings from Countrysiders and no new updates.

#### 6. Operations Group Update

A meeting will be held at the end of the month.

- Village sign – it was decided that it would go at the end of the bar.
- Hot water Boiler – it was agreed that the Ops group would work out a price for installation of a 60 cup unit and the donation in memory of Chris Hood would be used. If more funds were needed a decision would be made on where they might come from. An offer of a further donation had been received.
- TV Monitor – outstanding.
- Office – needs to be established. Trustees hold files personally that need to be transferred to the office. JaW received files from WM when he took over the Treasurer role.
- Signage A1067 – Required from Highways, JL will request it through the Parish Clerk.
- Lots of things are on hold pending the agreement on final account with Omnis.
- TinShed/Beach Hut – JB keen for it to go ahead.
- DIY jobs – Alex Kirby is willing to undertake simple jobs and a schedule of items needing attention in the Hall is being drawn up and a quote obtained.

#### 7. Training

MM will forward details of any relevant courses.

The CCTV monitor – there is a need to learn how to re-wind it and to adjust the timing.

#### 8. Policies Review

There were no alterations to the Data Protection Policy and the Environmental Policy and both were signed by the Chairman.

#### 9. Any Other Business

- Gate locking – there is no longer a rota to do this but it is locked on an *ad hoc* basis from time to time.
- Quilt – made by Sandi Taylor and commissioned by Angela Shannon. The Ops group to suggest where it should hang in the building. **MM to write a thank you.**
- DC reported that the BFI had nominated The Cinema club to the National Lottery for an award. The Trustees asked that their congratulations be passed to the Bawdeswell Cinema Club for this nomination.

The meeting closed at 8.55 pm.

Next Meeting: Monday 13<sup>th</sup> February 2017, at Bawdeswell Village Hall at 7.30 pm