

MINUTES OF A MEETING OF TRUSTEES HELD ON MONDAY 10th October 2016 AT BAWDESWELL VILLAGE HALL, AT 7.30 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 (JM), Marietta Menzies (MM) Secretary, Jason Waller (JaW), Julia Waller (JiW).

The Chairman welcomed everyone, especially David saying it was good to see him back.

1. Minutes of the last meeting held on 12th September 2016

Had been circulated and were taken as read.

Matters Arising

- Lottery Progress Report – to be sent to Breckland when application for Match Funding final payment made. **Action: MM**
- Loop system – outstanding – **Action: Operations Group.**
- Old Village Sign – **Action: Operations Group. to suggest where to hang it and recommend to Trustees..**
- Commercial Day Time Lettings Open Day – JL tabled a paper of thoughts on this marketing initiative. It was agreed that a booking form should be drafted. **Action: Operations Group.**
- Terms & Conditions – the new Ts&Cs have been sent to new hirers and will be sent to regular users over time. **Action: JMa.**
- Disclaimer Notice? **Action: to be considered by Ops. Group.**
- TV – installation and siting. **To be considered by Ops. Group.**
- Carpark – the PC is holding back some funds until all work is completed.
- Noise – no complaints have been received nor any correspondence from Breckland.
- Chairs – 12 have been sold to the Bowling Club and 30 to another Group. **Action: Obs Group to recommend keeping/storing remainder.**
- Bank Signatories – new mandate has been completed. WM and JaW will get together on Wednesday 12th October.
- Trosh – the finances have been completed and a donation of £570.26 made to BVH in memory of Chris Hood. It was agreed that a specific item will be purchased in her memory. **MM to write to thank Tony Hood.**
- Tin Shed and outside storage – the PC want to tidy up the outside area and would like to work 50/50 with BVH. It was agreed that we would join with them to undertake this work. There is £500 in the kitty in memory of Les Beach which could be used as our share of the new shed.
- BAG money – children's football have asked for money for flood lights. It was agreed that BAG money can be used to match the PC and it can be channelled through the PC. It must be transferred legitimately via due governance.
- DC expressed his thanks for the comments at the beginning of last month's Minutes.

2. Hall Bookings and Enquires Update

- Boxercise – has been cancelled with immediate effect.
- Yoga – beginning on the 2nd November 2016.

- Dog Training – begins on 18th October for 8 weeks.
- WI – Three separate enquiries have been received.
- Christmas – no bookings received yet.

3. Lottery Outcomes Update

CG stated there was nothing specific to report but that it is important to support the children's football.

4. Operations Group Update

Need to make a date for next meeting

5. Finance & Insurance Cover Update

WM tabled documents as at 9.10.16 as follows:

1. Rolling Year showing Income looking good. December wasn't good last year either
 2. Hall Report for 6 months showing income of £10,150 and a trading surplus of £3,750 which is better than budget. Regular income will be down by £55 a week with loss of Keep Fit, Kettle Bells and Boxercise .
 3. Hall Monthly
 4. Hall Income by User
- Countrysiders invoice still outstanding.
 - Future Banking procedure to be agreed – RE and RiE volunteered to undertake the banking.
 - Final Account – JMz reported all defects work has been completed and we are awaiting an invoice from the Contractors for the 2.5% now due to them. There may be a claim from them for an extension of time, but this is being refuted.

6. Training

MM reported on a first aid course that could be provided via Momentum for £390 for 6 hours run by an ex St. John's Ambulance Officer, with a total class number of 16. After discussion it was agreed that this would not be run by BVH.

7. Policies Review

- Premises – Age Verification Policy had been sent to trustees electronically to be reviewed at the next meeting.

8. Any Other Business

- Little Monkeys Concerns – JL will speak to Kate Dougan. Floor cleanliness to be monitored, chemical cleaner to be locked away and better dishwasher instructions to be prepared.
- Annual Report and Accounts – MM has lodged with the Charity Commission.
- Details of a £10,000 Lottery grant to celebrate the community were tabled.
- Hall Signage from A1067 – it was agreed that this is needed. **Action: JL will research.**
- Section 106 – JL has completed an application for flexible staging and will do another for driveway lighting. Other parishioners are also preparing projects.
- Fire/Intruder Alarm – had gone off recently at 4.40 am and 7 trustees had attended. It was agreed that WM's number will be removed from the automatic dial. It was agreed that more than one person should attend in the hours of darkness and that a meeting point should be established in order to approach together. It was suggested that the outside lights should turn on if the alarm is activated. **Action: Ops Group to draft procedure.**
- It was reported that there had been vandalism at Adam's Pit last weekend.

The meeting closed at 9.35 pm.

Next Meeting: Monday 14 November 2016, at Bawdeswell Village Hall at 7.30 pm