

MINUTES OF A MEETING OF TRUSTEES HELD ON MONDAY 12th DECEMBER 2016 AT BAWDESWELL VILLAGE HALL, AT 7.30 pm

PRESENT: John Menzies (JMz) Acting Chairman, Jason Waller (JaW) Treasurer, Josie Beach (JB), Rita Edwards (RiE) Rob Edwards (RE), Carolyn Good (CG), John Mallen (JMa), Marietta Menzies (MM) Secretary, Julia Waller (JiW).

APOLOGIES: James Lilwall (JL), David Cockburn (DC).

The Acting Chairman welcomed everyone to the last meeting of 2016.

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

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

Matters Arising

- Loop system – is in hand. – **Action: Operations Group.**
- Old Village Sign – It was suggested that it could go at the end of the counter on the west wall and the Notice Board on that wall could be moved into the Entrance Foyer.
- Booking Form – the provisionally draft was agreed and everyone involved thanked.
- TV – fixing outstanding.
- Noise – No further complaints. Suggestion that the Chairman should speak to complainer/s still outstanding. **Action: JL**
- Chairs – 17 that are mismatched to be disposed of, and 20 matching to be kept.
- Bank Signatories – new signatories in place. JaW has to change gift aid and CC account details.
- Signage – to be discussed at next meeting.
- Tin Shed/Beach Hut and outside storage – still outstanding. It was wondered if the VH could provide this fully rather than as a joint venture with the PC.
- Rate exemption form had been submitted.
- BAG – it was agreed that BAG could be reinstated as a sub-committee to run functions at the VH.
- Fete – it was agreed in principle to support a fete in conjunction with the School and ANOs and that a group sub-committee should be set up with a BAG sub group representative/s. Further information awaited from the School. **Action: RE**

2. Hall Bookings and Enquires Update

JMa reported:

- Slimmers' World – the original convenor is returning and is looking at a double session on a Thursday and will confirm in January.
- The Conservation group is returning this week and Norfolk Wildlife Trust.
- Ambulance Service – we received an excellent response from them this week.
- Private bookings are also going well.
- Children's Football is having a disco.

3. Lottery Outcomes Update

No new update.

4. Operations Group Update

- No meeting had been held.
- Lots of things are on hold pending the agreement on final account with Omnis.
- Dado Rail – JMa asked for thoughts on a dado rail at chair back height for around the walls as they were being marked. Trustees not in favour. It was decided to speak to Alex Kirby to see if she would be willing to do minor maintenance jobs on a regular basis; A list to be prepared of what needs doing. **Action: JMz**
- Hot Water Boiler Reception – it was agreed to purchase a 60 cup machine. **Action: Ops Group.**

5. Finance & Insurance Cover Update

JaW began by thanking RE and RiE for doing the banking and for JMa for doing the invoicing and then went through the tabled documents as follows:

1. Rolling Year showing net Income of £17,041 against a budget of £13,050.
 2. Hall Report showing a trading surplus of £4,546 against a budget of £3,040.
 3. Hall Monthly showing a net income of £609 for November.
 4. Hall Income by User showing a total amount outstanding of **-£588**.
- Final Account – JMz reported that the Contractor had been claiming an extra 6 weeks of time but this was now down to 2 weeks. He reported that negotiations were nearing a conclusion and that the out-turn of the contract is likely to be around £640,000.
 - JMz had received £180.00 from Jayne Bown which represented accumulated funds from the Allotments Group which when it folded had agreed to donate all surplus funds to the new Village Hall.
 - CG asked what it costs monthly to run the building?
 - JMa reported that the PC is again asking about the final account.

6. Training

Nothing to Report.

7. Policies Review

The Data Protection Policy and the Environmental Policy are due for review and will be sent to Trustees for ratification at the next meeting.

8. Any Other Business

- RE concerned about the Veolia contract and volunteered to talk to them. A one off pick up is £40. JaW has the file and will give to RE. **Action: JaW and RE.**
- JW has a Paper Flip Chart to donate to the VH.
- “Can” Recycle Container – Breckland removed it as they were not receiving any income from it.
- Subsidence on the field – PC is in contact with the Contractor.

The meeting closed at 9.00 pm.

Next Meeting: Monday 16th January 2017, at Bawdeswell Village Hall at 7.30 pm