

MINUTES OF A MEETING OF TRUSTEES HELD ON MONDAY 12th September 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), Rita Edwards (RiE) Rob Edwards (RE), Marietta Menzies (MM) Secretary, Julia Waller (JW).

Apologies: David Cockburn (DC), Carolyn Good (CG), John Mallen (JMa), Jason Waller (JW)

The Chairman welcomed everyone to the meeting – the first after the summer break stating that our first thoughts are with David and Janet Cockburn at their loss and we must do all we can to support them at this sad time. He went on to thank everyone who had helped to keep the hall going, especially with all the work going on internally which has refreshed the building. The new drive way and car park has enhanced the area. He wishes to start the new term making the meetings more focussed as we need to be more effective and use the time available efficiently.

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

Had been circulated and were taken as read.

Matters Arising

- Lottery Progress Report –to be to Breckland sent when application for Match Funding final payment made.
- Loop system – outstanding – to be addressed by Operations Group.
- Old Village Sign – still outstanding. JL emailing David Shannon.
- Bowls Club – £500 now paid.
- Saturday Keep Fit – transferred to Foxley VH.
- Day Time Lettings – JIW, JW, RiE and RE had got together to consider the development of commercial users. They discussed a 3 tier package depending upon services offered. They intend to develop a list of businesses to invite to a marketing session/s. **Action:** A sub-committee to be established including JL.
- Countrysiders invoice has been sent out.
- Fobs rent still outstanding.
- Viola Account – There appears to be some differences between the number of lifts and the charges. There were 2 x extra lifts in June; the usual August date lift didn't happen and they were called in and then didn't come again on the usual 4 week lift date. They are due on the 4th Thursday. RE has noted all due dates until the end of the year and will monitor them.
- The Bar – RE has spoken to Kenny who has agreed to cut down the variety of beverages he offers. It was agreed that the £50 charged to hirers for a bar and licence be shared 50/50 with Kenny. Kenny is looking for a smaller transportable unit for use at the VH.
- Terms & Conditions – have been produced and are on the website. **Action: JM to send a copy to all hirers.**
- Insurance coverage for different functions. There was discussion on what is covered by our insurance – building related issues, and what hirers might need depending on the specific activities they provide. It is assumed that all fitness/exercise teachers will have insurance cover; other hirers wishing to provide a one off activity need to consider whether to take out insurance or bear the risk themselves. JL had used a company called Events Insurance,

and found them helpful. There was discussion on whether a Disclaimer Notice needs to be put up. **Action: to be considered by Ops. Group.**

- TV – installation and siting. **To be considered by Ops. Group.**
- Carpark – the carpark looks good and has been well received by users. There are two drainage/sewage manholes that have been paved over and they need to be made accessible.
- Snagging – as planned the contractors worked in the hall from 15th to 30th August to complete the work necessary by the end of the defects period. Omnis has now finished all the work under their contract. The defects certificate has now been prepared. JMz is working with CF's QS and the 2.5% retention will have to be released to Omnis (approx. £16,000); they will invoice us, and for the final account in the next 2-3 weeks.

2. Hall Bookings and Enquires Update

JMa to give an update at the next meeting. In His absence:-

- RI reported that The Hub will have to be cancelled next Tuesday because of a corporate booking.
- Noise Complaint - JL reported that Breckland have contacted the complainant. We have to continue to monitor and record all events. When music is being played all outside doors have to be closed. In future any issues of this nature must be responded to by the Chairman only.
- Outside Event – JL reported that it has been agreed that the hall and field can both be hired through JMa but the PC Chairman is to be made aware of all field-using events and the field can never be hired for an exclusive private function.
- The PC insurance does not cover fireworks and the hall's neighbours need to be considered when fireworks are requested.
- MM reported that she knew an 8 week dog training course had been booked and two WI functions.

3. Lottery Outcomes Update

The Lottery first year report had been sent and the only feedback had been in praise of the collage that accompanied it. The next report will be in 5 years. The Lottery requires evidence of community activities not commercial bookings.

4. Operations Group Update

JMz reported

- The heating system has received its annual service and all is okay.
- Entrance doors were not working and the company Chapel Doors were called in. The break glass unit had been broken and that had dis-armed the door opening.
- The mini-break tank unit had to be repaired at a cost of £330 + VAT. This unit is used to separate the water required for the Bowling green. There is a separate water meter for their usage. JMz has asked for a quote for a maintenance agreement for this unit.
- The Bowling Club have bought 12 of the old black chairs.

5. Finance & Insurance Cover Update

WM tabled documents as at 7.9.16 as follows

- Rolling Year showing Income and Expenses from Sept 2015 to date, income of £15,901 and expenses of £9,652 leaving a trading surplus of £6,249.
- Hall Report for 5 months showing income of £8,419 and a trading surplus of £3,154.
- Depreciation on the building will be 2% per annum.
- WM to ask JMa to chase outstanding invoice.
- WM agreed to attend the PC meeting when the final accounts are presented.

- Bank signatories – there is a need to appoint more signatories. It was agreed that Jason Waller and Josie Beach would become signatories. In JW’s absence JLW stated that JW would be happy to take on the Treasurer role when WM departs. The Chairman thanked JIW for this information saying how grateful we all were. **Action: JW and WM to get together for a handover.**

6. Training

MM to provide Constitution and Business Plan to new Trustees. **Outstanding.**

It was mooted that a First Aid course and Health & Safety training could be undertaken at the VH for all users. **Action MM to check what might be available.**

7. Policies Review

- Premises – Age Verification Policy to be sent out and considered at next meeting.

8. Any Other Business

- Jazz Concert Enquiry – not this year. **Action: MM to respond.**
- Thornham M&S vote – all Trustees to vote please.
- Trosh – it is understood that whatever is made is being donated to the VH. If money is received it was agreed that something should be purchased in memory of Chris. It was also noted that the donation in memory of Les has still to be used.
- Black Chairs – it was agreed that Roger’s contact can have 30 at £2.50.
- Lyng VH – have requested a copy of our Business Plan and 2015 Accounts. Trustees are happy to share all documents that are made public, which are on our website. **MM to respond.**
- Replacement of the tin shed used for outside storage is being discussed.
- WM reported that at the PC meeting Section 106 was discussed. This refers to local improvements that can be included in planning applications. A cost proposal for each one has to be prepared in advance. The PC is seeking them currently. JL will complete one for demountable staging for the hall. He also would like driveway lighting although this would need to be checked as far as the Bat Licence is concerned. JIW suggested softer lighting for Reception and movement sensor lighting for toilets and corridors.
- BAG funds – total approx. £1,500 and WM suggested that they could be used to support children’s football. This was agreed if they aren’t successful in getting funds from the PC Recycle money.
- VH Security – WM wondered if one of the CTV cameras could be angled to cover the main entrance in light of the break-ins at other VHs.

The meeting closed at 9.35 pm

Next Meeting: Monday 10 October 2016, at Bawdeswell Village Hall at 7.30 pm.

MEETING DATES FOR THE REMAINDER OF 2016

October	10
November	14
December	12