

MINUTES OF A MEETING OF TRUSTEES HELD ON MONDAY 14th November 2016 AT BAWDESWELL VILLAGE HALL, AT 7.30 pm

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

APOLOGIES: James Lilwall

The Acting Chairman welcomed everyone to the meeting, saying he wanted to record the outstanding contribution made by William Mason as Treasurer and as part of the Lottery team.

1. Minutes of the last meeting held on 10th October 2016

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

Matters Arising

- Lottery Progress Report – to be sent to Breckland when application for Match Funding final payment made. **Action: MM**
- Loop system – is in hand. – **Action: Operations Group.**
- Old Village Sign – Operations group had suggested high up above the screen on the east wall of main hall, but because of the light hanging in front now felt this was not viable. The second option was the north wall of the main Hall, but further discussion by Trustees challenged this decision and there was no resolution.
- Booking Form – was discussed at Ops Group, electronic sample difficult to alter. JIW volunteered to change the format and return it to John Mallen.
- Disclaimer Notice – Ops Group decided it was covered in the Ts&Cs and a clause would also be included in the Booking form.
- TV – to be fixed in reception to the wall in the space above the counter flap attaching to the wall.
- Noise – JMa reported that after the complaint in the summer Breckland required us to notify them for 2 months of any events taking place in the hall so that they could measure the noise level. This was done and we no longer need to report to Breckland informing them of every event. The Trustees are concerned to keep any noise down and monitor it all the time. It was agreed that when possible noisy functions are held the entrance doors should be set so that they cannot be propped open. JIW suggested that a log be kept of all emails received and sent to date and in the future regarding noise. CG asked if there was a way bridges might be built and it was suggested the Chairman should speak to complainer/s.
Action: JL
- Chairs – 17 that are mismatched to be disposed of, and 20 matching to be kept.
- Bank Signatories – a second new mandate has been completed as Bank required more information. JaW has to change gift aid and CC account details.
- Signage – to be discussed at next meeting.
- Fire/Intruder alarm – JMz reported that to enable the lights to come on when the alarm was activated would need a budget of £500 for cabling and connection. It was agreed that it

should be done when funds permit. It was also agreed that when/if called out the muster point for those called by the alarm would be at the end of the drive.

- Tin Shed/Beach Hut and outside storage – outstanding.

2. Hall Bookings and Enquires Update

JMa reported:

- Conservation volunteers are returning as are Flagship.
 - East of England Ambulance service has booked the whole building for all day Tuesday and Wednesday 6th and 7th December for training. The Hub can go ahead.
 - Dog training is continuing.
 - Children's Football – has asked that Reception be opened for parents to use while football is in progress rather than them sitting in their cars. JMa has agreed on the proviso that they leave it as they find it. It was agreed they will be charged £10 rent and this will be subsidised by BAG funds for this season.
 - Countrysiders – do not like other groups using the hall at the same time as they are.
 - CG proposed and JMa seconded that Trustees should consider running some events in future. All in favour.
- a) Open Day JaW went through the paper JL had sent to all trustees in advance of the meeting and reported that the sub-group had met. The proposed date for the Open day is 6th April 2017 from 10am to 4 pm and morning and afternoon sessions will be held. The community will also be invited to show the possibilities for private events. Catering to be organised. A total budget of up to £1,000 is proposed. A mailing list may need out-sourcing. JL is going to ask Example Marketing for advice. An email address has been set up – bvh.openday@gmail.com

3. Lottery Outcomes Update

CG went through the Lottery Outcomes document she had sent out in advance of the meeting. The weakest outcome is the one for youth and it is hoped the children's activities being supported at the moment will lead to youth activities when those children are older. CG thinks the way we may reach youth/children is via social media, eg a weekly blog of what is happening with the football teams when they are established in the future, etc.

4. Operations Group Update

- JMa had emailed Notes of their meeting to all Trustees.
- It was agreed that Rob would join the Group and JaW will attend whenever he can. It was added that any Trustee could attend Ops meetings.
- DC reported on white boards and suggested wall mounted white boards for the Committee and Activities rooms, a Magnetic Flip Chart Holder and a Dry Pad, at a cost of £300 which could be charged to the Fit Out and Launch Fund. Decision to be made next month.

5. Finance & Insurance Cover Update

JaW began by thanking William for his help when handing over the Books and went on to table documents as at 8.11.16 as follows:

1. Rolling Year showing net Income of £6,083 against a budget of £2,590.
 2. Hall Report showing a trading surplus of £4,054 against a budget of £3,040.
 3. Hall Monthly showing an income of £315 for October.
 4. Hall Income by User showing a total amount outstanding of **-£435**.
- Final Account – JMz reported that the QS is due to meet with the Contractor tomorrow to agree final costs. JMz will email the results to Trustees.

6. Training

MM had sent around details from Momentum of courses they are running. She also said that there may be a need for more training and DBS certificates if we undertake organising events.

7. Policies Review

- Premises Age Verification Policy was agreed and signed by the Acting Chairman.

8. Any Other Business

- CG reminded Trustees when shopping on line to buy via Easy Funding.
- MM reported she had received an email from Emily Mustoe saying she has volunteered to become secretary of the Children's Football. She is keen to raise money by cooking for events and is concerned about "selling" homemade food. **Action: MM** to reply pointing out use of authorised kitchens and public liability insurance.
- Breckland Discretionary Rate Relief form – JaW volunteered to complete.
- Village Fete – the School is keen for there to be a Fete next year and it was suggested that we might go into partnership with them.

The meeting closed at 9.30 pm.

Next Meeting: Monday 12th December 2016, at Bawdeswell Village Hall at 7.30 pm