

MINUTES OF A MEETING OF TRUSTEES HELD ON MONDAY 13th February 2017 AT BAWDESWELL VILLAGE HALL, AT 7.30 pm

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

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

The Chairman welcomed everyone to the meeting.

1. Minutes of the last meeting held on 16th January 2016

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

2. Matters Arising

- JL has emailed the noise complainant but hasn't received a reply to date.
- Loop system – has been installed in the main hall and is also available in the Activities Room. The chairman thanked the team for their hard work.

3. Finance

- Contractor's Final Account – The Chairman thanked JMz for an excellent conclusion to the construction project. JMz said he regretted it took so long but he had stuck to fact that it was a publicly funded project and that we were not in a position to negotiate in a commercial way. The Lottery, Geoffrey Watling and Breckland need copies of the final account. **Action: MM.**

JaW tabled a statement showing the income and expenditure of the building. A statement will be presented to the next Parish Council meeting on Monday 6th March.

- General Finance -
 - There was discussion on the need to allow for depreciation and it was agreed that this will be deferred to a later date.
 - JaW thanked JMa for sending out the invoices and RiE for doing the banking.
 - It was agreed that AK would be paid £12 per hour for the DIY work she undertakes.
 - COIF Charity Funds (CCLA) – It was agreed that Jason Waller, James Lilwall and David Cockburn should be the signatories. A Mandate form was completed and signed as required.
- JaW tabled the following statements
 - Rolling Year showing a net income for January of £665.
 - Hall Income by User showing a total amount outstanding of **-£1,428.**
 - Fund Summary detailing all income and expenditure.
 - January Summary showing the income, expenditure and money owed to us.

- Future Expenditure

It was agreed -

- To repay immediately the loan for acoustic panels with grateful thanks. **Action: MM.**
- Not to purchase further panels but to consider possible removal ones sometime in the future.
- To install the hot water boiler in Reception and also cover the cost of the coffee hot plates and jugs up to a total cost of £600 using the donation in memory of Chris Hood. **Action: MM to write to Tony Hood.**
- To accept the quote for a shelf and installation of the old Village sign in Reception at a cost of £70.
- To purchase a shed on a concrete base using the donation in memory of Les Beach, up to a cost of £3,000. **Action: Ops Group to research and report.**
- To provide a budget of up to £1,000 for the marketing open day on 6th April 2017.
- To purchase flip charts and white boards for a cost of £266 including VAT. **Action: Ops Group.**
- To purchase 3 x small Gopak tables and 2 x long Gopak tables at a total cost of approx. £500. **Action: Ops Group**
- To purchase and install 2 x CCTV cameras, one for Reception and one for the main hall at a cost of £40. **Action: Ops Group.**
- To obtain a quote for shelving in the Activities Room cupboard against a budget of £200. **Action: Ops Group.**
- To purchase a vacuum cleaner up to a cost of £500. **Action: Obs Group and others to research.**
- To obtain a revised quote for 20 chairs, 4 trolleys and transport. **Action: DC.**

JL reported that he had completed a Section 106 application for removable staging at an approx. cost of £6,000 and a further Section 106 for lighting up the drive way and around the car park for an approx. £14,000.

JIW suggested that automatic lighting should be considered for inside the building to lower the electricity bill in future as lights were left on unnecessarily. This would need to be analysed as the major load comes from the ground heat source pumps.

4. Hall Bookings and Enquires Update

JMa reported he has had some enquiries -

- Countrysiders have not returned this year. So every Wednesday evening is now available.
- The dog training classes would like to return.
- The Zoombie Lan group has booked again for a weekend.
- The Model Railway exhibition team have visited and RE is in touch with them re their catering requirements.
- Flower Arrangement Classes are resuming for 8 sessions from February to June.

JL thanked those who had responded to the Rave night on Friday 20th January. **He will speak to the Parish Council Chairman re contact with the Police.** He suggested we need a response policy for the future. Some suggestions were –

- To be particularly aware of late bookings.
- To meet and greet all unknown hirers.
- To liaise with Community Police.
- To shut and man the gate immediately a problem is alerted.
- To turn off electricity supply.
- To network with other Halls.

5. Bawdeswell Activities Group (BAG)

It was agreed that in future this group would become the Bawdeswell Events Group, BEG and the accumulated BAG funds would be transferred to BEG which would be self-funding. This group has the objective of organising and supporting events for social outcomes and to fundraise for the needs of, and improvements to, the Hall.

It was further agreed that all current catering functions would be amalgamated under the BEG umbrella, so the HUB café, the Thursday monthly soup and pudd lunches, all catering undertaken for users and any one-off event would be seen as BEG functions. It was further agreed that BEG will take over subsidising the café for the children's football on a Wednesday evening for the rest of the year.

- The group were thanked for the wonderful British dinner they arranged on Friday 10th February. There were approx. 50 attendees from the community and donations after expenses amounted to £270.
- They had catered for the Norfolk Wildlife Trust seminar on Saturday 28th January and after expenses raised approx. £300.

6. Lottery Outcomes Update

CG reported that we are at risk with the lottery outcome for young people with the loss of Countrysiders. JL suggested that it is one of the things to focus on at the Open Day in April.

7. Operations Group Update

- A meeting date to be fixed to consider all items next week.
- The hearing loop has been installed.
- AK has started the DIY list of jobs.
- Village sign – Dave Beresford has the job in hand.
- Notice Board – it was agreed it will be moved to left of the Theatre poster.
- JMz explained the operation of the water conditioning unit and the need for the taps to be run regularly. The showers and all clockroom and utility room taps to be run weekly as part of cleaner's job description.
- Signage A1067 – JL has spoken to the Parish Clerk about contacting Highways.
- Alarms – there had been another early hours call out. RE believes that those attending should meet up before entering the building. It was agreed to meet at the flag pole.

8. Training

MM had forwarded details of courses received. They are mostly on Youth needs and Food Hygiene. No one is seeking to undertake either at the moment.

The CCTV monitor – DC has worked out how to rewind to observe events in the past.

9. Policies Review

MM had forwarded the Accounting and Reserves policy which the Treasurer undertook to update.

10. Any Other Business

- Gate locking/opening –to continue on an *ad hoc* basis.
- MM had received a query from another group seeking capital funds and had suggested they might like to visit but had had no further information.
- MM had sent the final account to Geoffrey Watling and received a response with very best wishes for the future.

The meeting closed at 9.35 pm.

Next Meeting: Monday 13th March 2017, at Bawdeswell Village Hall at 7.30 pm