

MINUTES OF A MEETING OF TRUSTEES HELD ON MONDAY 10th April 2017 AT BAWDESWELL VILLAGE HALL, AT 7.30 pm

PRESENT: James Lilwall (JL) 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: John Menzies, David Cockburn.

The Chairman welcomed Josie Beach and all Trustees to the meeting.

1. Minutes of the last meeting held on 13th March 2016

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

2. Matters Arising

- Signage – for VH on 1067 is in hand and is to be followed up.
- Outstanding account choir - £40 is still outstanding JW will re-invoice PPC Treasurer.
- Stock – left over from Railway Exhibition function to be transferred to BEG.
- Liability Insurance certificate to be placed on Notice Board. **Action JMz.**
- Breckland Council – final payment of grant received.
- Tony Hood had telephoned to say he was delighted with the hot water boiler purchased in Chris's name. **Plaque to be obtained.**

3. General Finance

- JaW tabled statements for the Rolling year, Income by User, Fund Summary and went through the summary for March which shows a total income of £2,047 net income of £904.. Casual lettings raised £792. Electricity was down, the Ambulance Trust has paid.
- IT was agree that the Sage Accountancy package for Charities would be bought for a total cost of approx. £200.
- VAT – further to his email to all Trustees JW reported on the seminar he had attended re the VAT implications on new buildings if they are used for commercial activities. Based on the VH building's current usage he estimated that it could be used for 18 days a year for none community activities. It was agreed that we would be cautious and take this into account with future bookings. It is rare for us to get a booking that does not involve the community.
- The accounts will have to be certified this year and JW will contact Mrs. A. Mann.

4. Hall Bookings and Enquires Update

- Open Day – JL thanked RE, RiE, JW, JIW, Roger Fryatt, Gavin and Emma Raines for their help in organising the day. **MM to write to G&ER.**
- He went on to say it was a one-off and although there weren't many leads those we did get will be valuable if they come to us for their meetings next year which it is believed they will. The leads did not know we existed so it is good that we have spread knowledge of our facilities and need to continue to do so by word of mouth, etc. It had been expensive to buy an independent mail list which we now own for a year. There was some discussion and it was thought that perhaps we will do another mailing just before the year is up. The hall brochure flyer was updated and re-printed with action photos inside the building. The leads who visited, Diocese Training, Diocese meeting organisers, the Norfolk Gardens Trust, are representative of charity groups looking for premises with good parking facilities at reasonable prices. In future it may be worthwhile for us to market to organisations in the Norfolk Directory of Clubs and Societies. It was agreed to keep under review the need for an annual marketing day.

- JIW suggested we have a bowl for visitors to leave business cards.
- There is a possibility that a local football team may use our field.

Future Bookings - JMa reported that

- Norfolk Wildlife Trust has booked for September.
- The Women's Institute has also booked for September.
- The Police have requested details of weekend bookings and JMa will provide this information. A note to the effect that the Police will be informed is to be added to the Booking form. **JIW undertook to make this addition.**
- Pilates classes to be moved to Tuesday evenings from May.
- PC – has changed its meetings to Thursday evenings in the Activities' Room.
- Breckland Sports afternoon for children was held last Friday. There is only one Friday afternoon available this Easter school holidays.

5. Bawdeswell Events Group (BEG)

- An afternoon rota for the Easter school holidays has been arranged and is mostly covered by parents. It is taking over £10 per day. CG proposed a thank you to Roger Fryatt for all he has done as Chairman of FoBS in developing communication with parents
- Another successful Soup and Pudd lunch was held at the end of March. Great soups and delicious puddings; a big thank you to all who catered.
- Catering for the Railway exhibition lunches for 60 traders and exhibitors was very well received. Teas, coffees and bacon baps sold well, but not in the numbers we could have expected. We have more idea now of the requirement for next year.
- There are plans for another evening event soonish.

6. Lottery Outcomes Update

CG had forwarded an update prior to this meeting and went through the main points. The weekly football for children is proving a very good regular family outcome with the café being run by parents/grandparents. They are also organising fundraising family events; another great outcome.

7. Operations Group Update

JMa reported that –

- Alex Kirby is willing to drive to Bolton in a hired van to pick up the chairs. There was some concern about her doing this alone and it was agreed that she should stay overnight somewhere at our expense if necessary. JB offered to travel with her if required.
- Beach Hut - the work is due to commence week beginning 24th April. Breckland has spoken to recycle bin contractors about moving them.
- CCTV now working on all channels.
- It is planned to buy storage boxes for glasses.
- It was agreed to cover and obscure the clear glass panels in the doors to the Utility Room and Office.

8. Training

Nothing to report.

9. Policies Review

- The draft CCTV policy to be confirmed. **Action: MM.**

10. Any Other Business

- JL report that the Trustees wish to organise a party. **MM to find a date.**
- A letter had been received from the House of Parliament about a Festival of Parliament in November. It was agreed that we would not become involved.
- JB is willing to donate a marquee to the VH if her family don't need it and if it could be of use to the VH. It was agreed that it would be of use and gratefully received if unwanted.

The meeting closed at 8.40 pm.

Next Meeting: Monday 15th May 2017, at Bawdeswell Village Hall at 7.30 pm