

MINUTES OF A MEETING OF TRUSTEES HELD ON MONDAY 13th March 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 13th February 2016

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

2. Matters Arising

- JL has not received a reply from the noise complainant.
- The final account had been sent to Geoffrey Watling, The Lottery and Breckland.
- CCLA account mandate – signatories have been changed.
- The loan for the acoustic panels has been repaid.
- The water heater in Reception in memory of Chris Hood is working as from today. **MM to write to Tony Hood.**
- Flip charts and white board have been installed. Markers etc. are to be kept in the Office.
- Tables have arrived.
- One new CCTV camera is now installed in Reception – a second awaiting cabling.
- The quote for shelving in the Activities Room is £180 against a budget of £200. Work to be undertaken the week beginning 27th March.
- A vacuum cleaner has been kindly donated by Bill and Jackie Cunliff. MM has written to thank them.
- In lieu of buying a new vacuum cleaner a carpet shampooer has been purchased.
- An order for 20 chairs and 4 trolleys has been placed at a cost of £2,784. They should be available for collection in 3-8 weeks from the manufacturer in Bolton. DC had obtained a quote to hire a van for £77. There was discussion on who/how transport will be arranged.
Action: Ops Group.
- Section 106 – will be discussed at next PC meeting. Planning is now for 44 new houses. Two applications already submitted for staging and driveway lighting.
- Automatic lighting in the hall – DC had checked and discovered it would be very expensive and would take 50 years to cover the expenditure.
- Old village sign – everyone agreed it looks excellent in Reception.
- A1067 – application for a sign to “Village Hall” has been submitted to Highways.

3. General Finance

- JaW tabled statements for the Rolling year, Income by User, Fund Summary and went through the summary for February which he said showed a total income of £1,226.30, a bit lower than previous months because there were no casual lettings. On average the core income on standard lets is approx. £1,000 which just covers expenses and 2 or 3 casual lets a month provide some profit.
- He had received a letter from Breckland Council confirming our concessionary rate relief.
- There is a £40 December invoice outstanding from the choir/PCC. **JL to chase up.**
- The BEG events will be amalgamated into a separate unrestricted account in March including: ex-BAG funds, café, games, soup & pudd lunches, catering done for users, and one off fundraising events, etc. The cinema account remains separate.
- The Breckland Match funding application has gone in for a further payment of £2,148.
- The estimated budget for the Beach Hut is £3,000.
- A valuation of stock held is to be given to JaW at the year end. **Action: RE.**
- It was agreed that £2,500 should be transferred from the CCLA account to the cheque account.

4. Hall Bookings and Enquires Update

JMa reported that-

- Casual bookings seem to be down on last year.
- Norfolk Ploughing Society had had one meeting and had booked for a further 9.
- UK Power Networks had booked the Activities Room tomorrow afternoon for consultation with the public.
- The Pilates teacher had booked the Activities Room for Tuesday evenings as well as Mondays to cope with her waiting list.
- There had been a wedding anniversary private party yesterday.

5. Bawdeswell Events Group (BEG)

- Had had a meeting last week and had sorted out the catering for the Model Railway exhibition.
- Also for the Soup and Roll lunch.
- They will organise a rota to cover opening the hall for afternoons from Monday to Friday only during the Easter school holidays.
- Breckland Sports are being held on Friday afternoon the 17th April.
- At their future meetings they will be considering new events.
- A Sunday afternoon Tea Club is being trialled to include a film show on 7th May.
- The mobile library is going to be at the car park on Tuesdays every 4 weeks while the HUB is in progress, starting on the 11th April.

6. Lottery Outcomes Update

- CG commented that it is hoped the Sunday Tea Club could perhaps become a regular family outcome.
- The outcome for young people is outstanding but the anti-social behaviour problem evidenced at the time we were planning a new building is not an issue now with a different cohort of young people. Trustees are to keep their *feelers* out and try to engage with parents and teenagers to ascertain their needs and develop/support an outcome.
- MM mentioned that she had tried to speak to the Lottery about a Monitoring Report due at some point and was awaiting a response.

7. Operations Group Update

JMa reported that -

- A meeting had been held; some actions already mentioned.
- Beach Hut – DC has done a plan. The PC has agreed that we undertake the project but present the proposal to them. It was agreed with PC that BVH will take full responsibility for its maintenance. JMz reported that he had spoken to the manufacturers of the metal shed who told him it will need a concrete base with a damp proof course. They estimate that it will take 2 men 16 hours to erect it. He has spoken to Nicky Mears and is to meet him to get a quote for creating the foundation and erecting the hut. The recycle bins will have to be moved. **The Parish Clerk to organise.** We to dispose of old tin box shed. **JMa knows of a scrap metal dealer and will speak to him.**
- DC suggested we could apply for some of the Recycle money to fund this project if necessary.

8. Open Day Thursday 6th April, 10 am to 4 pm

JL Reported:

- The planning group has been meeting. Gavin and Emma Raines have been very helpful.
- A mailing list has been bought of 800 addresses of small businesses and enterprises in Fakenham/Aylsham radius
- He tabled a draft printed postcard invitation at a cost of £600. An updated brochure will be included. **JL to send the draft to all Trustees.**
- Trustees to give names of any groups they think should be invited.
- Has been advertised in Reeve's Tale in the hope that locals will attend.
- Emma has set up social media pages, Face book/Twitter and will run them until the Open Day. After that we need to find someone to take over this role.
- Tea and coffee to be available during the day.
- All Trustees to be available if possible on the 6th.

9. Training

CCTV equipment – DC to arrange a training session for Trustees.

10. Policies Review

- The updated Accounting and Reserves policy was signed by the Chairman.
- A draft CCTV policy was discussed.

11. Any Other Business

- The Blackheart Band had been in contact but it was decided not to book them this autumn.
- AGM – it was agreed that it should be held on Wednesday 12th July 2017 in the Activities Room followed by a Trustee's meeting. The meeting scheduled for Monday 10th July is cancelled.
- Insurance Policy documents – JMz handed to JaW. Public Liability Insurance Certificate to go on the Notice Board. **JMz to check with Allied Westminster.**

The meeting closed at 9.00 pm.

Next Meeting: Monday 10th April 2017, at Bawdeswell Village Hall at 7.30 pm