

MINUTES OF A MEETING OF TRUSTEES HELD ON MONDAY 14th May 2017 AT BAWDESWELL VILLAGE HALL, AT 7.30 pm

PRESENT: James Lilwall (JL) Chairman, John Menzies (JMz), 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 (JlW).

APOLOGIES: David Cockburn.

The Chairman welcomed all Trustees to the meeting.

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

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

2. Matters Arising

- Liability Insurance certificate had been placed on Notice Board.
- Plaque for hot water boiler. **Action: JL.**
- Thank you to Example Marketing had been sent.
- BEG Vote of thanks to be sent to Roger Fryatt for all he has done to develop communications with Fobs and parents. **Action: MM.**
- Menzies' Farewell Party planned for 15th July.

3. General Finance

- April was a quiet month financially. Total income - a small surplus of £25. Regular users were absent because of Easter holidays so income was down.
- The rolling 12 months average is approx. £500 per month.
- JaW has purchased a Sage package.
- The Annual accounts will have to be verified as the income is over £25,000.
- The choir invoice is still outstanding; it seems invoices have gone astray.
- Bowls Club to be approached re this season's payment. **Action: JL.**
- The Annual accounts will be done in the Charity Commission format.

4. Hall Bookings and Enquires Update

JMa reported –

- Zombie Computer group booked for May long weekend.
- Wedding booking for 21st October at a charge of £350.
- Norfolk Wildlife has booked again for September and is looking for further dates for lectures.
- Norfolk Gardens Trust has booked for next year.
- Railway Exhibition booked for 17th March 2018.

5. Bawdeswell Events Group (BEG)

- Private Party Saturday 20th May – BEG undertaking the catering at a charge of £125.
- Comic Relief evening 28th October – JMz to forward details to everyone. BEG will take it forward and organise publicity, etc.

6. Lottery Outcomes Update

CG reported that she had met with Emily Mustoe who is organising the Jo Cox memorial event in Bawdeswell as a Football Family Day from 10am, over by 3pm. Events are being held throughout the country on the weekend of 17/18 June. Breckland received funds and the football group was granted £200. There will be 5 teams of different age groups. The money has been allocated for a hog roast to

provide free food. They are looking for more financial support. They will need access to Reception and the Changing Rooms and have a donor to cover that expense. This will be a family focussed one day event which meets the Lottery outcome. It was agreed that BVH would donate £50 to the expenses of the day.

7. Operations Group Update

- Chair Collection – did not happen as planned as the chairs had not been manufactured by the agreed date. It is understood that Richards may be able to collect them when ready for approx. £200.
- Beach Hut – to be delivered to site on 23rd May. JMz has informed Nicky Mears who is going to erect it. The Recycle bins will then have to be re-positioned and there will need to be a sort out of what goes into it. A decision will be made on internal shelving. An opening ceremony is also planned.
- Disabled Parking Bays – three to be established facing Reception window. **Action: JL**

8. Training

Momentum – it was agreed to renew the membership at a cost of £25 for the coming year out of the training budget of £100.

9. Policies Review

- Equal Opportunities – was reviewed and agreed by Trustees and signed by the Chairman.
- Training - was reviewed and agreed by Trustees and signed by the Chairman.
- Smoking, Alcohol, etc. – minor changes to be made for signature at next meeting.
- Complaints Handling – it was agreed that any complaints will be acknowledged briefly. It was also agreed that a Policy is needed and that we should ask Breckland for advice and guidance. **Action: JL**
- CTV – to be signed at next meeting.

10. Any Other Business

- JMz reported that the six monthly fire alarm check had just been undertaken and was reminded that it must be activated each week.
- DIY – an invoice had been received from AK for £249. Ops Group to approve and pass to JW.

The meeting closed at 9.20pm.

Next Meeting: Monday 10th July 2017, at Bawdeswell Village Hall at 7.30 pm.
AGM Wednesday 12th July at Bawdeswell Village Hall at 7.30 pm.

Proposed Meeting dates for the remainder of the Year

14 August
11 September
9 October
13 November
11 December