

Bawdeswell Village Hall Trustees

Minutes of the meeting held on 10th. July, 2017

Meeting Room

- 1) Apologies - John & Marietta Menzies.
- 2) Minutes of the meeting held on 14th. May were agreed as an accurate record.
- 3) Matters Arising: (a) – Jason requested the invoice for the new chairs and palletting;

(b) – A sponsors’ plaque is still outstanding for the water heater in Reception.
- 4) John & Marietta’s Farewell party: - to be held on Saturday, 15th. July at 19.00 in the Main Hall;

JM to start setting up from 16.30;

Rob & Rita will co-ordinate the buffet;

JL to provide wine & soft drinks;

CG to buy Prosecco for all – to be financed from BEG funds;

There will be a donations basket. The gifts are already at the BVH.
- 5) General Finance Update: JW to present May figures at the AGM on 12th. July

June figures to be forwarded to trustees via e-mail.
- 6) Hall Booking: JM reported that August was likely to be slow, but that September was looking promising with at least three bookings from the W.I.

- 7) JL reminded the meeting that the AGM was to be held on 12th. July. JM gave his apologies. J & M will resign then and Josie Beech will be proposed as a new Trustee.

- 8) BEG Update: Rob reported on the “soup ‘n’ roll ‘n’ pudding” activities – it was proposed that a barbeque be held on 25th. August, invitees to be the “Food, Glorious Food” attendees. This to be considered on the evening offerings.
A comedy act has been booked for 28th. October.

- 9) Lottery Outcomes – None.

- 10) Operations Sub-Group – no meeting in July – JM said that he could not arrange a meeting of the group until August

DC has installed shelving in the Beech Hut. JL advised that further shelving is available. When this is installed then their needs to be a rationalisation of the Store Room and various cupboards (kitchen, Main Hall & Activities Room).

Alex has been requested to move the Disabled Parking signs to the front of the building from the fence.

- 11) Training – None

- 12) Policy Reviews – CCTV approved.
Schedule of reviews needs to be compiled.
It was agreed that a Complaints Policy needs to be written.

- 13) AO.B – None.

Date of next meeting – 14th. August at 19.30 in the Meeting Room