

MINUTES OF A MEETING OF TRUSTEES HELD ON MONDAY 9th October 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), Julia Waller (JiW), David Cockburn (DC), Jo Porter (JP), Rebecca Ledbury (RL)

APOLOGIES: John Mallen (JMa)

The Chairman welcomed all Trustees to the meeting. DC agreed to take the minutes

1. Minutes of the last meeting held on 14th August 2017

- Had been circulated. Other than General Finance with 25 years and 50 years reversed, agreed as a true record of the previous meeting.

2. Matters Arising

- WiFi upgrade agreed. **JaW** to progress.
- **Ops group** to look at 'On Call' for facilities emergencies (Plumbing, Heating, Electrical).
- Defibrillator, Parish Council have formally requested to fix this next to the main entrance. Will not be the responsibility of the Trustees and will be maintained by the Parish Council. Agreed by majority decision. Some Trustees were concerned that this is not the right location but advised that location was a Parish Council matter.
- List of numbers called by Intruder or Fire alarm activation to be updated with additional names. **Ops Group**
- Action on alarm call to be formalised re personal safety. **Ops Group**

3. General Finance

- September accounts not yet available. Overview for previous two months - a good trading profit.
- Yoga bill outstanding. J Snell bill outstanding. **JMa** to chase
- **JaW** to make arrangements to enable BACS transfers with second authorisation. This will require an amendment to the Accounting System & Reserves Policy.
- Amount proposed by **JMa** for soccer clubs use of hall for this season agreed.

4. Hall Bookings and Enquires Update

- Bookings for September have been exceptional, we have had 3 bookings from the WI, more than 3 from Cobb Enterprises, one from the NHS, as well as all our regulars. These are Slimming World, Table-Tennis, Hub Cafe, Zumba, Yoga, Pilates, Little Monkeys, Bridge, Games and Football. In addition we get non-regular users and parties especially children's.
- October is looking satisfactory but not as good.
- The week beginning Sept 25th saw Slimming World, Table Tennis, Cobbs, Hub Cafe, WI dinner, Zumba, Yoga, Benefice Meeting, Cobbs again, Pilates, MacMillan Nurses Fundraiser, Little Monkeys, WI Quiz Night, Bridge, 2 Children's Parties, a Lecture and Football. JMa estimates that the volunteers did well over 40 hours. It would be impossible without trustees, Rob, Rita, Carolyn, Josie, and Jo but also regular volunteers like Roger and Peter Good. In heavy weeks we employ Carol for an extra hours cleaning but that does not alleviate clearing up and preparation. Hirers appreciate the hall and the service they get, which makes an enormous difference especially to commercial hirers. It means that we win over halls that just hand over the keys. We need to look at the number of volunteers hours. There was discussion on the possibility of a paid part time Caretaker. **JP** has a possible candidate but current finances probably wouldn't cover this cost. Volunteers to review workload and discuss at next meeting. It was also emphasized that Trustees in full time work cannot and would not be expected to take on any of this workload.
- An amount for tea and coffee on a sliding scale according to numbers attending is now included in the hire fee
- Hire charges of successful classes where we made concessions when they were starting up are being reviewed/increased.

5. **Bawdeswell Events Group (BEG)**
 - Events organised so far have been very successful.
 - Comic Relief evening 28th October will be set up Cabaret Style – **DC** will arrange for Cinema bar etc. **RL** will put on Social Media. Trustees asked to 'spread the word'
6. **Lottery Outcomes Update**
 - Q1 & Q2 outcomes have been circulated and progress is satisfactory
7. **Operations Group Update**
 - JMa had emailed a report.
 - The group have continued to deal with the matters arising from the hall since the last meeting. A plumber was called to repair the Disabled Toilet which was leaking and he also cleared the blockage in our sewer. He will clear the concrete in the manholes which he thinks are contributing to blockages if we can arrange that the manhole be pressure washed and there is an electricity supply to power the drill.
 - Robin Taylor and DC have produced crib sheets for our sound and vision equipment and on the whole they have worked well but JMa has had to call on Robin's assistance a number of times over the past two weeks. We cannot rely on his constant good will, we should either refuse the use of our equipment, which would be a major drawback or we make more satisfactory arrangements for back-up! Another option might be to require that users have a trial run before the event – it isn't always our equipment that is causing the problem but that does not eliminate the need for technical assistance.
 - We had to replace our coffee machine which broke down and RE and RiE negotiated a good price on a new one. This is working well.
 - Our new Kitchen trolley arrived and was assembled by DC. It is getting lots of use.
8. **Training**
 - Suggested Basic Food Handling course be arranged. Possibly could involve Foxley VH. **BEG** group to follow up
9. **Policies Review**
 - In the absence of a Secretary DC agreed to manage all policies on a temporary basis. A list of policies to be reviewed will be circulated before the next meeting. Drafts of four additional policies suggested by the Charities Commission will also be produced.
 - **JL** to forward draft Complaints Policy to **DC**.
 - Policies will be put on the web site when up to date.
10. **Any Other Business**
 - We urgently need a Secretary. **JL** to advertise in RT
 - Request for VH sign on A1067 by Parish Council still in progress.
 - **JL** advised that Parish Council has set money aside for maintenance of driveway/car park with priority to defects in driveway.
 - JMa has been talking to Jamie Snell about his use of The Beach Hut so that we can carry out the re-organising of our equipment in the hall. It seems that the footballers wish to purchase more goal posts to cope with the number of matches. These cannot be accommodated in our hut and they therefore are thinking of purchasing their own hut, possibly a container sited in the far corner of the field, this being a matter for the Parish Council. Our storage re-organisation has been on hold while the discussions took place but as funding is likely to be difficult we will have to reorganise our goods as soon as we get the new shelves.
 - Free shelving on hold until Beach Hut cleared of Soccer gear.
 - Beach Hut sign to be produced by Alex with no ball. **DC** to arrange.
 - RT article, **CG** to liaise with **JL**
 - Rebecca Ledbury (RL) co-opted as a Trustee. Will be the Social media guru. Email address to be added to circulation list.
 - **JP** volunteered to shadow **JMa** as Bookings Manager as a backup.

The meeting closed at 9pm.

Next Meeting: Monday 11th December 2017, at Bawdeswell Village Hall at 7.30 pm.