

Bawdeswell Village Hall Trustees

Minutes of the Meeting held on 11th December 2017

Apologies – None

Minutes of the Meeting held on October 9th were agreed as an accurate record and David was thanked for producing them.

Matters Arising from those Minutes – David C agreed to update Alarm List. Efire have done their annual check on the alarms and the doors. Jason had not completed the changes to BACS. Rob to contact Foxley VH about the Food Handling Course. No response to the advertisement for a Secretary. The Parish Council has put aside monies for the repair of the drive. Carolyn agreed to continue to submit the reports to the Reeve's Tale.

New Trustees – both Rebecca Ledbury and Lindsay Kuczma were accepted as new Trustees of the Village Hall and the Chair welcomed them to the meeting.

General Finance Update – Jason presented the finance papers including the accounts for November where we once again had a surplus on our lettings. It was decided that the Ops Group would prepare a list of items required or desired for 2018 for the January 15th meeting. JM pointed out that December is likely to be light on lettings because the regular users are mostly finishing their classes well before Christmas.

Hall Bookings – JM had reported the bookings were still looking good for the new year, our regular bookings are indicating they will return in January and we have had several new enquiries to use the hall including Norfolk County Council and private users.

BEG – “From Here to Absurdity” had been very successful and lots of the audience welcomed something different to our usual fare!. The Tuesday Hub Cafe was continuing successfully as was Soup and a Pudding Lunch. The two events for the WI had been very successful and a further event had been arranged for February. The group are to meet to discuss events for 2018 which they will bring to the next meeting.

Lottery Outcomes – Nothing to report

Operations Sub-Group – The group had not met formally but had continued to deal with issues as they arose including technical issues with the hall's equipment. The WiFi had been upgraded after delays by BT.

Training – None

Policies Review - The following policies were reviewed and minor changes agreed. The policies to be put into a review timetable so that they are dealt with annually.

Accounting Policy agreed with minor amendments to BACS timescale.

Data Protection agreed but will need updating because of changes to legislation

Health and Safety agreed after error correction

Lost Property agreed

Premises Age Verification agreed

Safeguarding Children and Vulnerable Adults agreed

CCTV agreed

Complaints Handling, second draft was agreed once typing mistakes had been corrected

Investment Policy, initial draft was agreed with the addition of “other investments”

Conflict of Interest Policy agreed with the omission of one sentence.

David C was thanked for his work on bringing the policies to the meeting and for his agreement to making the alterations and putting all the policies on a review calendar with at least two at each meeting.

AOB – Rebecca spoke about Social Media and the use of Facebook and that we should include a reference to Facebook on our website as well as approaching our regular users to see if they used Facebook and if not whether they would wish to be included in any promotion the Hall makes

Date of next Meeting – it was agreed that this would be January 15th. 2018