

## Minutes of Bawdeswell Village Hall Trustees Meeting Monday 9<sup>th</sup> July 2018

**Trustees present:** James Lilwall **JL** (Chairman) Jason Waller **JW** (Vice-Chairman/Treasurer) John Mallen **JM** (Booking Clerk) Josie Beach **JB** (Members' Rep) Rebecca Ledbury **RL** (Social Media Lead) Carolyn Good **CG**, Jo Porter **JP**, Julia Waller **JHW**, Sue Whiting **SW**, Lindsay Kuczma **LK**

**Apologies:** David Cockburn **DC** (Website/Members' Rep) Rita Edwards **RIE** Rob Edwards **RE**

Item	Discussion	Action/Outcome
<b>Election of BVH Secretary</b>	LK proposed as secretary by JL, seconded JHW. Thanks noted to Jill Somerville – JW confirmed Jill's payment for secretarial work is now up to date.	<b>LK voted in as Secretary</b>
<b>Declarations of Interest</b>	None	
<b>Minutes from last meeting (21<sup>st</sup> May 2018)</b>	No further amendments. Future minutes amendments to be made at meetings so no drafts to be circulated prior.	<b>Adopted</b>
<b>Matters Arising</b>	<ol style="list-style-type: none"> <li>1. <i>BACs</i> – still in progress</li> <li>2. <i>TV Licence</i> – Jamie Snell wishes to show World Cup for Football Club; is hiring BVH for this purpose and buying a TV licence; is aware he needs to contact DC re. tech details; this would be for the year, and enable further showing of TV in the Hall although no charge could be made for viewing. Noted that a charge for eg Prosecco could be made.</li> <li>3. <i>Charity Website</i> – JW confirmed updated</li> <li>4. <i>Decorating</i> – JM confirmed Reception area to be painted as well as Main Hall; using Nathan Perry-Warnes; work to be carried out at end of August</li> <li>5. <i>GDPR</i> – JL confirmed this is now sorted</li> <li>6. <i>Heating</i> – discussion held until later (see below)</li> <li>7. <i>Meeting Format</i> – 6 key components covered last meeting (see May 21<sup>st</sup> Minutes); Training for Trustees needed</li> <li>8. <i>Caretaker</i> - discussion held until later (see below)</li> </ol>	<p><b>JW Action</b></p> <p><b>LK will check purchase of licence with Jamie Snell</b></p> <p><b>JM to manage work; send quote to JW</b></p> <p><b>LK to source possible group training at BVH; JW to speak to Clapham and Collinge this week and report to LK</b></p>

	<p>9. <i>Accounts</i> - these need to be properly audited; blanks from all contacts so far; quotes have been around £1000; JW meeting with Fairhead Bradford on 19<sup>th</sup> July to discuss their fee (they audit several charities). Audit and Annual Report must be filed with Charities Commission</p> <p>10. <i>Football Storage</i> – JM updated: will contact Caroline at Cobbs (they are paying for the new storage); Anglo-Scottish need to be paid prior to delivery; Jamie Snell main contact for Football Club</p> <p>11. <i>Heating</i> – no update received as yet from DC; discussed ways of cooling Main Hall in hot weather (opening all outside doors, shutting ceiling blinds); current system economical but not very flexible; possibility of providing cooling system for enhancement of facility as more financial surplus is built</p> <p>12. <i>Staging</i> – JL to share details with CG</p>	<p><b>JW to obtain quotes</b></p> <p><b>JM to contact Cobbs</b></p> <p><b>JL to ask advice from John Menzies</b></p> <p><b>JL to share details with CG</b></p>
<b>General Finance Update (JW)</b>	<p>JW apologised for late circulation of May Accounts; June well up on June 2017; Dog Training still to pay, also Cobbs; 33% profit made on catered events; claiming Gift Aid from BEG events over last 2 years brought in £2000, to be donated to main funds (further Gift Aid claim to be made annually); over and above the £7000 contingency fund there is £14000 cash surplus, of which some needs to be spent this year (eg on decorating); noted that our PRS licence covers the Hall for music, but individual performers must have their own licence; JW very happy with general financial situation and expressed thanks to all who are making events and BVH so successful</p>	<p><b>JM to write to Dog Training contact</b></p> <p><b>JW to email Cobbs</b></p>
<b>Caretaker</b>	<p>Recap – concern re. load on volunteers and questions re. balance of offering to hirers. Discussed need to relieve load/risk on volunteers, particularly setting out chairs for events and locking up at end of day; strong feeling that we should continue to offer our ‘meet and greet’ service which users appreciate and which adds to BVH appeal; recognised the need for a ‘handyman’ to supplement the work of the volunteers, and who would know the technical side of the building (DC has recruited Ron Jones for some technical assistance); should users provide some volunteer help with stacking chairs after use? (Is there a list of offerings/expectations provided to users?)</p>	<p><b>JHW to ask for possible handyman via Pilates contact</b></p> <p><b>LK to email booking form to Trustees for review</b></p> <p><b>ALL TRUSTEES to list help need – bring to next meeting</b></p>
<b>Hall Bookings Update (JM)</b>	<p>JM: June a particularly good month, although bookings relatively thin for July/August; some bookings in for 2019; Natural England now booking, and Norfolk Gardens Trust considering using BVH for all their events</p> <p><i>School holidays</i> update: agreed to open Hall 3 afternoons per week, manned by a parent PLUS a Trustee; no indoor play, no dogs, clear protocols to be enforced</p>	

<b>BEG Update (CG)</b>	<ul style="list-style-type: none"> <li>The <i>Family BBQ</i> was successful, fulfilling Lottery outcomes and with new residents attending as well as 9 Football Club families; covered costs and good feedback, should be considered as an annual event.</li> <li>Last <i>'soup and a roll' lunch</i> now until September, will possibly be ploughmans</li> <li>Dates for <i>opera and ballet</i> are now in diary, not sure which performances yet</li> <li><i>School Dinners</i> evening is in plan</li> <li><i>Parish Council input (JL)</i>: Bill Cunliffe (PC Chairman) is keen for a village Christmas celebration, family oriented, would like every village organisation to get involved (big tree, carols, sleigh rides, mulled wine etc, probably centred around the church), plus a summer village fete. Some discussion of how this might work.</li> </ul>	
<b>Lottery Outcomes (CG)</b>	Reminded Trustees that these are: working for young people to improve skills and confidence; reducing isolation for older people and families; improving residents' fitness and health	
<b>Ops Subgroup Update (JM)</b>	<p>JM, DC, SW and JB members. Meetings held during Monday morning cleaning sessions.</p> <ul style="list-style-type: none"> <li>Dates have been fixed for decorating (see above)</li> <li>Noted that protection is need on walls where there are hooks</li> <li>Loo roll policy is working to deter vandalism (no spare rolls; checking cubicles after each event)</li> <li>3 more chair trolleys are needed</li> <li>Discussed providing shade for the Terrace: install opening doors on to Terrace? Electronic awning? Parasols for immediate use?</li> <li>Suggestion that a 'Smokers' Corner' should be clearly marked, as currently can smoke anywhere outside – unpleasant for users of picnic tables</li> </ul>	<p><b>JM to speak to DC re. model of chairs and suppliers for trolleys</b></p> <p><b>JL to speak to architects re. possibility of sliding/bi-fold doors</b></p> <p><b>JM to purchase 3 parasols and bases</b></p>
<b>Training</b>	See Matters Arising 7) above	
<b>Policies Review</b>	DC absent, none to be discussed at present	
<b>AOB</b>	<ol style="list-style-type: none"> <li>JL: PC is persevering with a Village Hall sign on the A1067 Fakenham road ; also on the case of driveway maintenance this year; additionally hopeful of linking the netball court with the car park (the drainage problem on the car park was noted, as was the question of white lines which are not suitable for the car park surface)</li> <li>SW: should there be a display of Trustee photos and names in BVH to enhance approachability etc? all agreed; SW offered to organise this. Also asked for a list of Trustee contact details ( available in BVH office? May need updating?)</li> <li>RL: 5* reviews have been received on the website, particularly glowing from Voluntary Norfolk</li> </ol>	<p><b>SW to take Trustee photos and organise display</b></p> <p><b>LK to check/update contact list</b></p>
<b>Date of next meeting</b>	13 <sup>th</sup> August (AGM); advertised on BVH website and in The Reeve's tale; LK offered to remind user group contacts	<b>LK to remind user group contacts</b>