

Bawdeswell Village Hall Trustees

Minutes of the Meeting held on Monday 26th February 2018

Members present: James Lilwall, Chairman, Jason Waller (JaW) Treasurer, Jo Porter (JP), Rob Edwards (RE), Carolyn Good (CG), Josie Beach (JB), Julia Waller (JHW), David Cockburn (DC), Rebecca Ledbury (RL), Rita Edwards (RiE), Lindsay Kuczma

Public: Sue Whiting

Apologies – John.M

- 1. Minutes of the Meeting** held on Monday 15th January to ensure minutes are saved in word document format so that they can be picked up by all members and altered if needed.
- 2. Declaration of Interest:** None
- 3. Conflict of Interest** – Article 4 of last minutes, Carol to be left off with regards to the cleaning.
- 4. Matters Arising from those Minutes** – Alarm list, it rings 5 numbers. Rings round and when answered it stops. To stop ringing you press 8. Alarm system sorted with all parties on the list. Tested on Monday morning.
- 5. BACS changes** – Action carry's forward BACS changes.

Food Handling course – Rob (RE), discussing food handling has found a company who can provide group training – bring back to trustees to move forward.

David (DC) discussed license for football. Need TV license to watch certain broadcasting events. Research TV license – Prom & Football, David to chase-up.

Query on roof – James (JL) waiting for a mix which will take a week or two, need to see how it goes.

- 6. General Finance Update:** Jason (JW -Treasurer) will send January's through in next couple of weeks. Bookings strong and quite a few invoices coming in. Insurance bill £1000: indexed linked so small increase.

John (JM) sent an email about bookings – good feedback about buffet x 2. Avoid functions on two consecutive days at all costs. ICheck this with JM Lots of volunteers – James (JL) thanked all that had helped.

Events coming up: Large group of gardeners (150) for tea/coffee can they use disposable cups Model Railway One day event. Bookings and interest for private functions – look at increase in cost of venue – will review with Jason (JW -Treasurer), Rob keeps a ledger and will go through data.

- 7. Bookings Calendar:** Live calendar – A big thank you to Jo for making this happen.
- 8. Bawdeswell Events Group (BEG):** Carolyn (CG) – Volunteers could make a donation if they want to but not to buy attendance at a function. Microsoft has a bug, so can't play (Opera) but a DVD has been borrowed from Arts East possibly £10 a ticket with a glass of Champagne?

Gin night £25 a ticket, 40 tickets maximum for this event on the 7th April. Jo asked for poster. Bringing special glasses.

Collection of a few groups to put together a village fete – BEG resisting to take over and others encouraged to take over the running of the event possibly on the 14th July 2018, but FOBS have said they would not do a village fete. On hold until see Roger tomorrow night. Will need a group of people to take part in village fete and will depend on response. BEG offered to do things but doesn't want to organize so it needs a coordinated party.

French night will be in April. Calendar only shows Flower-arranging and Gin night.

- 9. Lottery Outcomes:** Carolyn, nothing new to put on spreadsheet. Never, had a request for a report so hasn't done one.
- 10. Operations Group Update:** Get some painting done Carolyn says - awful lot of work to be done for one chap aged 78yrs. Can we afford a professional company to come in and decorate? James (JL) get some quotes from local decorators. Refresh and keep smart the main hall as this is the key selling point. Julia (JiW) suggested perhaps a couple of people twice a year to keep an update on work needed to be done.

Broadband discussion - £50 for a link to enhance broadband

Need a larger oven – commercial are approximately £1300 – get quote, possibly buy in March. One oven staying. If good value and funds available to purchase – James (JL) out of principle share with others. Double cupboards x 2 put proposal out on email. Rob spoke with Jamie Snell appliance testing (group all appliances together in room and Jamie will test them all and the Health & Safety compliance will be met.

Sub group to make a list and get contractor to come and in and polish floor. Pay commercial deep clean – Julia (JiW) knows someone. David to take up with Ops group general maintenance to include carpets cleaned, polish floor and decorating once a year in the spring.

- 11. Training:** Emails to Secretary

- 12. Policies:** 3 Policies

Equal opportunities – change review to annually.

Use of illegal substances – added to this policy and will be review annually

Volunteer Management – Sent out an email to get comments:

Safeguard volunteers – Catherine concerned how the policy sounds. David read policy out.

Policy is sounding like they would be managed. Case is right but needs softening. David to redraft and will send round again. David asked trustees for a list of volunteers who help out each group, but not the people running the event, just the people who help. Policy applies to

trustees as well as they are all volunteers.

13. Any Other Business:

Jo's (JP) Soup and Puds is clashing on 22nd or 29th who's in charge? Soup and Puds was not booked in.

Sue Whiting- would like to know the legal obligation of becoming a trustee. James (JL) informed Sue and reminded all Trustees of their liability as a trustee of a charity. Look at Charity Commission Website for full information.

Carolyn (CG) – discussed AGM – 2nd July (Meeting)

Rebecca (RL) – Social media, Gin and Railway issues were that no-one could see the post but this has now been sorted.

Jason (JaW) – Charity commission not been updated with all trustees' names, Jason to arrange for the information to be updated.

David (DC) – Janet not doing table tennis after March. Can no longer play due to knee problem so needs someone to take up the table tennis on Monday nights.

The meeting closed at 8.30pm.

Next meeting: Monday 9th April 2018, at Bawdeswell Village Hall at 7.30pm.