

Bawdeswell Village Hall Trustees

Minutes of the Meeting held on Monday 15th January 2018

Members present: James Lilwall, Chairman, Jason Waller (JaW) Treasurer, Jo Porter (JP), Rob Edwards (RE), Carolyn Good (CG), Josie Beach (JB), Julia Waller (JiW), David Cockburn (DC), Rebecca Ledbury (RL), John Mallen (JM),

Apologies – Rita Edwards (RiE)

- 1. Minutes of the Meeting** held on Monday 11th December agreed as an accurate record and John was thanked for producing them.
- 2. Conflict of Interest**
Request from David C, that Conflict of Interest to be added to the agenda.
No conflict of interests declared
- 3. Matters Arising from those Minutes** - David C agreed to update Alarm List – Apologies, this has not yet been done.
BACS changes – forward action
Food Handling course – Rob looked on line for Health & Safety/Food Handling training, possibly knows someone who can provide training, so it is done properly and includes a Certificate. There is a cost to this. James wants to discuss further when more information is presented, follow proposal with an email.
Carolyn G – Activity news items of minutes and do Welcome on Website/Newsletter.
Policies mentioned – to be discuss later in the meeting
- 4. General Finance Update:** Jason W (Treasurer) presented the finances for Dec 2017. Best month with total income £16K. Money owed – private function. Football club – changing room £300 and another £70 outstanding. June Yoga to right off – all agreed. Available to spend £10,831. Monthly reports on electricity – an increase of approximately £100. Keep an eye on the bills and compare with the previous year. Could be a combination of the VH being busier and cold spells. Hall bookings and enquiries - Well done on the lettings. Still some bookings for Saturdays. Some days are more popular. Taking on another dog training on Thurs. Carol has been asked to clean on Friday mornings before Mother & Toddler group.
- 5. Bookings Calendar:** Jo has done the Calendar and is getting to grips with it. Open to view for Trustees only and to add as and when. There is now a link.....Village Hall Website, check availability, bookings calendar view only. Only Jo able to change the calendar. Facebook page to view calendar for younger people. Jo has abbreviated VH rooms for clarity. Careful about lottery funding with private and commercial bookings. Jason concerned about VAT, keep under review.
- 6. Bawdeswell Events Group (BEG):** Carolyn - looking to trial a new event. Ideas ‘Gin Tasting’ evening; Recorded Live Screening, tried in 2016 and it paid its way. Pre-recorded live show had 43 on last show. Possible niche in the market ‘Night at the Bawdeswell Opera/Ballet’; Summer BBQ (tickets); A ‘French’ Supper. BEG to contribute to village fete. FOBS meeting tomorrow night (16th) to discuss Fete. Suggestions from Julia – World Cup Football Club (Query is there a license for live tv?). David has not been able to establish whether a license is needed. Currently

BVH does not have a license. Few bookings. Running in profit, when know budget, look at purchasing new catering equipment.

7. **Lottery Outcomes:** Carolyn, nothing new to put on spreadsheet.
8. **Operations Group Update:** Roof issues. New build be careful about bad news. Omnis, building out of guarantee. James met with Davie Nimbus, roof contractor, the fault is with the gunnels, poor sealant, no clear run so water making pools so backing up. Second sub structure has not been bolted in properly causing a leak. James sent email update (Omnis), days job, failed structure, only 3 years old. James to keep chasing. John M wants to know if Nicky is in the loop. John to contact Nicky out of courtesy. Nimbus guy says water backing up. Slight flaw will be put right.
9. **Training:** For emails to Secretary
10. **Policies:** David has done the work and sent re-draft. David has standardized the structure of policies. James to take amendments to policies as follows:
 - Accounting policies – no amendments
 - Data protection – brought in line May 2018 to be reviewed
 - Health & Safety – Typo corrected
 - Lost property – Typo
 - Premises Age Verification – No issues
 - Safeguarding and Child/Young Persons/Vulnerable Adults Protection – No issues
 - Complaints Handling – Typos
 - CCTV – No issues
 - Investments – Amount to considerate for investment
 - Conflict of Interest – Remove sentences

Next policy review: Equal Opportunities; Training in Feb. All Policies go to PDF.
All Trustees agreed.

11. **Any Other Business:** Rebecca L – Social media, finalise an event on Facebook, started to do Railway. Jo P - can't open minutes, David to show her. John M - A second incident of a person collapsing, question of where the defibrillator will be sited. Not ordered yet, comes from community heart foundation.
Carolyn – question regarding notifying the Police of weekend events. Not telling them as there will be no response, but let people know that we do notify the police of an event as a safeguard. Perhaps discuss with community police officer. James talked to Bill Cunliffe with regards to 'Community at Christmas', sleigh ride around the village. Christmas tree, Bill asked can the community go bigger. Make tree focal point, help bring community & families together. Tree is donated by underwood, could a tree be bought to grow. BEG to organize, not VH responsibility. Bill wants to raise it with Parish Council.

The meeting closed at 8.30pm.

Next meeting: Monday 26th February 2018, at Bawdeswell Village Hall at 7.30pm.