

## Minutes of Bawdeswell Village Hall Trustees Meeting Monday 13<sup>th</sup> August 2018

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

**Apologies: None**

Item	Discussion	Action/Outcome
<b>Declarations of Interest</b>	None	
<b>Minutes from last meeting (9<sup>th</sup> July 2018)</b>	Proposed by JM, seconded by JP	<b>Adopted</b>
<b>Matters Arising</b>	<ol style="list-style-type: none"> <li>1. <i>BACs</i> – JW has met with bank and now has the forms to fill in</li> <li>2. <i>TV Licence</i> – Jamie Snell had not purchased a TV licence as England had not succeeded in getting to the final</li> <li>3. <i>Decorating</i> – JM confirmed decorating had now started</li> <li>4. <i>Training for Trustees</i> – Clapham and Collinge can deliver training 17<sup>th</sup> September am or 21<sup>st</sup> September am or pm: 2-3 hours duration.</li> <li>5. <i>Accounts</i> - JW has obtained quote from Hethersett accountant for an Independent Assessment: £300-£500 depending on time taken. JW has given go-ahead.</li> <li>6. <i>Football Storage</i> – JM updated: Jamie Snell has cleared the area for the storage unit on the field and is now awaiting delivery. Bill Cunliffe (PC Chairman, present from preceding AGM) stated that the PC has now sorted the complaint it had received regarding siting of the unit. Cobbs have assured JM that the bill has been paid.</li> <li>7. <i>Heating</i> – JL has contacted John Menzies: further advice to be taken DC added that to switch the system and additional heat pump would be needed. This could be expensive as the existing system is probably not appropriate.</li> </ol>	<p><b>JW to complete forms and return</b></p> <p><b>All Trustees to email LK to confirm which dates they can do. LK to let JW know.</b></p> <p><b>JM to chase again</b></p> <p><b>JL to report back next meeting</b></p>

	<p>JM has emailed John Menzies for insight into the Plant Room (John Menzies is currently back in England); hoping that he will be able to deliver training on a Monday morning soon.</p> <p>8. <i>Staging</i> – JL has shared details with CG then Trustees. Staging would be placed against the longest wall to allow use of Activities Room for changing etc; purchase would enable other hirers such as drama groups to use the hall; can we write a business case outlining cost against potential use? We already have potential users asking if we have staging; discussion of acoustics; noted that a flexible system is proposed, could add railings, only use part etc.</p>	<b>Held to next meeting: all to consider whether to invest in staging</b>
<b>General Finance Update (JW)</b>	<i>Dog Training</i> – still not paid; JM still to contact	<b>JM to follow up</b>
<b>Caretaker</b>	No need for opening/closing help but we DO need a handyman. Proposed to advertise for a volunteer via The Reeve's Tale: if no response, we may need to pay someone.	<b>?? Who is putting the advert in??</b>
<b>Hall Bookings Update (JM)</b>	Discussion at Monday 'Scrubbers' meeting – proposal that opening/closing on each day of the week should be the responsibility of a different trustee per day: new bookings are tending to be for the smaller rooms: Norfolk Garden Trust is considering having all their meetings with us instead of spread around the county; they have already booked November (though the state of the car park may be a problem if very wet) – we must try not to book home football games at the same time to relieve pressure on parking; bookings thin for July and less in August partly due to decorating; lots of enquiries for Autumn	<b>JM and LK to review booking sheets for September</b>
<b>BEG Update (CG)</b>	<ul style="list-style-type: none"> <li>• Breckland family sports going very well and drawing in new people</li> <li>• 22<sup>nd</sup> September for next opera event, 'Madame Butterfly'</li> <li>• 26<sup>th</sup> October School Dinners event</li> <li>• 1st December for ballet, Matthew Bourne's 'Cinderella'</li> </ul>	
<b>Lottery Outcomes (CG)</b>	Nothing new to report	
<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>• 3 chair trolleys have been ordered</li> <li>• 5 parasols have been purchased and are in use</li> <li>• JL will send information on sliding doors for Reception are once this has been received</li> <li>• Sue Whiting to complete contacts list for display in office</li> </ul>	<b>JL to circulate information SW to complete list</b>
<b>Training</b>	See Matters Arising 4) above	
<b>Policies Review</b>	Investments, and Conflicts of Interest; reviewing now to even out the review process; approved with no amendments	
<b>AOB</b>	1. JL: PC is persevering with a Village Hall sign on the A1067 Fakenham road ; no progress as yet	<b>JL to see PC secretary for sign update</b>

	<ol style="list-style-type: none"> <li>2. Request for minutes to go on website; DC will do this once all have been approved up to date; CG to mention in Reeve's Tale as footnote reminding where minutes can be found</li> <li>3. JW has had 45 minute interview with HSBC going through income/payments; needs to meet with LK re. accessing the Charities website</li> <li>4. Safeguarding: DC to stand down; Jo Porter to take up the role.</li>   <li>5. Badges: DC has designed badges for trustees and other volunteers to wear when hosting events; all agreed the purchase</li> </ol>	<p><b>CG add to Reeve's Tale report</b>  <b>JW to meet with LK</b></p> <p><b>LK to follow up safeguarding training for JP</b>  <b>DC to order badges</b></p>
<b>Date of next meeting</b>	24 <sup>th</sup> September 2018	
<b>Meeting closed at:</b>	8.40pm	