

Minutes of Bawdeswell Village Hall Trustees Meeting Monday 12th November 2018

(Held over from 5th November as JL and LK absent on this date)

Trustees present: James Lilwall **JL** (Chairman) Vacancy (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** Sue Whiting **SW**

Apologies: None

Item	Discussion	Action/Outcome
Declarations of Interest	None	
Health and Safety	No issues to report	
Minutes from last meeting (24th September 2018)	Minutes taken as read and agreed by all present	Adopted
Matters Arising	<ol style="list-style-type: none"> 1. <i>BACs</i> – See Policies below 2. <i>Football Storage</i> – the container is now on the field and most of the Football equipment has been moved from the Beach hut 3. <i>Heating</i> – JL still to pursue, item to remain on Matters Arising 4. <i>Staging</i> – scheduled for delivery 27th November 5. <i>Dog Training</i> – still not paid; after investigation by SW it is unclear exactly who can be held for payment : £160 still owed. See also AOB 'Bad Debts' below 6. <i>Signage</i> - JL: forwarded email to Trustees (see below) 7. <i>Trip Adviser</i>: felt not to be relevant to us at the moment; RL acknowledges comments about the Hall on our Facebook page 	<p>2. LK to see Jamie Snell to complete transfer</p> <p>3. JL to explore air-con further</p>
General Finance Update	JL to check that October accounts have been circulated to all trustees Available moneys from October statement £11,412 Email received from Jason concerning Rateable Value	
Caretaker	No response to adverts. Reiterated what we are looking for; someone to take the lead on engaging services	JM to contact Dave

	as needed and to keep a general eye on the building. Should this include locking up at night? This point to be discussed at next meeting. Lighting for the drive was also raised – has been explored and is with PC, with possibility of using funding from the new development.	Beresford
Hall Bookings Update (JM)	A good October; bookings somewhat less for November.	
Bawdeswell Events Group Update (CG)	<ul style="list-style-type: none"> • 26th October School Dinners event cancelled due to lack of interest • 1st December ballet, Matthew Bourne's 'Cinderella', tickets going well • Curry Night in February 16th • Comedy Night in March 	
Lottery Outcomes (CG)	Link to BEG with events for the older age groups; also children's parties	
Operations Subgroup Update (JM)	<p>Bowls to be billed for outstanding amount for water usage, and thereafter 3-monthly (reminders to take readings to be in bookings diary)</p> <p>Additionally it was noted that the new water tank for Bowls partially obscures the CCTV camera</p> <p>Water is still leaking in to the Activities Room ceiling: JL has emailed NIMBUS and OMNIS, problem occurs when particularly windy with considerable rain ('wind-blown rain penetration'); JL has asked contractors to contact JM when coming to look at it</p> <p>The table tennis tables can now be stored in the Beach Hut until disposed of</p> <p>It was agreed that table trolleys should be purchased; noted that 'Church Buying Group' seems to be cheapest for these</p>	<p>JM to invoice Bowls</p> <p>JM to put Bowls water reading reminder in diary</p> <p>JM to ask Bowls to move tank</p> <p>Who will contact Lyng village hall re. table tennis tables?</p> <p>JM to order 1 x large and 1 x small table trolleys</p>
Policies Review	<p>COSHH (Control of Substances Hazardous to Health): data sheets to be kept with First Aid sheets in Reception; Evacuation procedures not yet tested</p> <p>Safeguarding: Children and Vulnerable Adults – held over to next meeting</p> <p>Premises: Age Verification Policy - held over to next meeting</p> <p>Accounting System and Reserves Policy – held over to next meeting for further discussion/clarification</p>	<p>JM to test Evacuation procedures before the next Trustee meeting, and time taken recorded</p> <p>LK, SW, RIE and JM to clarify Accounting System</p>
AOB	<ol style="list-style-type: none"> 1. <i>Vice-Chair vacancy</i>: all in favour of appointing Carolyn Good who accepted this role 2. <i>Treasurer vacancy</i>: Jason Waller has stood down as Treasurer and Trustee, but has agreed to continue doing the accounts until a replacement can be found. Discussed how to find another Treasurer – with book-keeping experience but does not need to be a chartered accountant. Thanks noted to Jason for his continued help with the accounts 3. <i>Charitable Incorporated Organisation</i>: LK, SW and JB to follow this through 4. <i>Bad Debts</i>: SW is following these up, hopeful of positive outcomes for all except Dog Training; all agreed that Small Claims Court should be the next step, and Dog Training to be advised of this. 	<p>CG appointed as Vice-Chair</p> <p>JL to approach contacts for quotes to fulfil role. Also to ask Jason how many hours the role takes.</p> <p>LK, SW and RE to follow this through</p> <p>SW to continue to chase</p>

	<p>5. <i>Clapham and Collinge seminar</i>: discussed, not felt to be something we should offer</p> <p>6. <i>Undue noise</i>: (complaint received after a recent event [party]); we have a hand-held noise monitor and have not found a problem in the past; the vents at the end of the new Hall may be leaking noise – discussed possible solutions such as some kind of cover for the vent during a music event, or placing speakers along the side of the hall rather than against the far end. Breckland has been involved, (Planning and Licence committee have never had any complaints), and we are keeping this under review. Discussed the possibility of buying a further noise meter so that hirers can tell their output.</p> <p>7. <i>Computer Nerds</i>: some complaints from Village Cinema regarding state of electrical equipment after recent booking</p> <p>8. <i>Advance Notice</i>: DC has decided to stand down from Trustees at the next AGM, and from Village Cinema from end of March</p>	<p>DC to investigate purchase of a noise meter for inside the Hall</p> <p>Discussion held over to next meeting</p>
Date of next meeting	17 th December 2018	
Meeting closed at:	9.30pm	

From: Highways - CSC <highways@norfolk.gov.uk>

Date: 31 October 2018 at 13:04:31 GMT

To: "BawdeswellPC@hotmail.com" <BawdeswellPC@hotmail.com>

Subject: signs to village hall

Dear Jo

Thank you for your request for advanced signing to the village hall in Bawdeswell. Having discussed your proposal with our traffic Project Engineer I'm afraid we cannot agree to allow these signs in this situation. I'm sure this will be very disappointing news so I think it would be wise if I explain the reasons for this refusal. Firstly Central Government instructed all Councils to reduce sign clutter on the highway as in many cases this was confusing and distracting to highway users. This is particularly important on the main distributor & access roads (A&B roads) around the county as these tend to carry the largest volume of traffic and often they have highest speeding traffic. So we have been trying to keep signing to a minimum, reducing where we can or incorporating several signs into one. The fact that it's possible to direct your visitors to use the A1067 and turn off onto the B1145 Reepham Road should be enough detail to get them to your existing signing within the village opposite your access. The difference with Foxley is the parish is split either side of the Fakenham Road and to save confusion and unnecessary additional turning movements it was deemed appropriate to sign the village hall in this situation.