

## Minutes of Bawdeswell Village Hall Trustees Meeting Monday 17<sup>th</sup> December 2018

**Trustees present:** James Lilwall **JL** (Chair) Carolyn Good **CG** (Vice-Chair) Vacancy (Treasurer) Lindsay Kuczma **LK** (Secretary) John Mallen **JM** (Booking Clerk/Operations Manager) Josie Beach **JB** (Members' Rep) Rebecca Ledbury **RL** (Social Media Lead) Rita Edwards **RIE** Rob Edwards **RE** Sue Whiting **SW**

**Apologies:** David Cockburn **DC** (Website/Members' Rep)

Item	Discussion	Action/Outcome
<b>Declarations of Interest</b>	None	
<b>Health and Safety</b>	No issues to report	
<b>Minutes from last meeting (12<sup>th</sup> November 2018)</b>	Minutes amended: BEG Curry Night Feb 16 <sup>th</sup> (not Jan)/ Comedy Night March (not Feb); AOB CIO item to be followed up by LK, SW and JB (not RE) Proposed RE, seconded CG and agreed by all present	<b>Adopted</b>
<b>Matters Arising</b>	<ol style="list-style-type: none"> <li>1. <i>Football Storage</i> – LK thanked for getting Jamie Snell to complete the removal of football equipment from the Beach Hut.</li> <li>2. <i>Heating</i> – JL has taken advice from heating engineer, we need to manage the heating: bear in mind when exercise classes are scheduled and use the fan system</li> <li>3. <i>Caretaker</i> – Dave Beresford has been contacted and agreed to help out</li> <li>4. <i>Bowls</i> – have been invoiced for water usage; water tank has been moved to allow CCTV camera greater coverage</li> <li>5. <i>Table tennis tables</i> – we will contact Lyng next year once their hall has been completed</li> <li>6. <i>Table trolleys</i> – not yet ordered: JM to order as per November minutes</li> <li>7. <i>Treasurer vacancy</i> – hold over to next meeting as no contact yet made with accountants. Thanks go to Jason Waller for keeping us going in the meantime</li> <li>8. <i>CIO</i> – no meeting yet held</li> <li>9. <i>Bad Debts</i> – SW has made great progress with getting hirers to pay up, thank you Sue. Thanks also to CG for article in The Reeve's Tale. Even Dog Training has paid up.</li> </ol>	<p><b>JM to order table trolleys</b></p> <p><b>LK/SW/JB to meet and discuss next stage</b></p>

	<p>10. <i>Noise meter</i> – DC absent, item held over to next meeting</p> <p>11. <i>Computer ‘Nerds’</i> – see AOB below</p> <p>12. <i>Fire Evacuation Drill</i> – has been carried out, and details entered in the Fire book in office</p>	<p><b>Fire Assembly Point sign needed at far corner of car park, LK to source</b></p>
<p><b>General Finance Update</b></p>	<p>November accounts received from Jason. We have paid for staging and still have a healthy balance in hand. Discussed need to stay ahead in what we offer as other local halls come on stream. JL message ‘don’t just make do’ – we must continue to improve.</p> <p>3 quotes received for opening up side window to patio from reception (see attached) – discussed merits of each: bi-fold, sliding or folding. Latter option most popular: JL to ask the 3 companies for comparable quotes</p> <p>Purchase of round tables: see Alpha quote (attached): JL to obtain further quotes</p> <p>JM requested that we purchase a laptop for the Hall: all agreed in principle</p> <p>Additionally noted that we will need further technical equipment to enable hirers to use their own laptops in the Activities Room</p> <p>Discussed whether we should be putting money aside towards carpark upkeep; the PC is already doing so, and it is their responsibility. Discussed the need to manage demand for parking where possible</p>	<p><b>JL to ask the 3 companies for comparable quotes, will bring to January meeting</b></p> <p><b>JL to obtain further quotes</b></p> <p><b>JM to obtain quotes</b></p> <p><b>JM to speak to Robin</b></p>
<p><b>Operations Subgroup Update (JM)</b></p>	<p>Water is still leaking in to the Activities Room ceiling: contractors due this week.</p> <p>JM is improving the system of recording when annual servicing is required around the building, although there may still be some gaps - eg the front doors</p>	<p><b>SW to check for paperwork on front doors</b></p>
<p><b>Lottery Outcomes (CG)</b></p>	<p>CG proposed that this item is moved to an annual report at the March meeting; agreed by all. Important to remember our fundamental principles in all we do.</p>	
<p><b>Policies Review</b></p>	<p><i>Safeguarding: Children and Vulnerable Adults</i> – noted new contact details for referrals having received Norfolk County Council Safeguarding pack: folder to be kept in office. £30 payable annually for membership</p> <p><i>Premises: Age Verification Policy</i> – reviewed and agreed by all, no amendments</p> <p><i>Accounting System and Reserves Policy</i> – LK, SW and JM in process of finalising process from bookings to payments; discussed necessity for an Inventory in case of damages/theft</p>	<p><b>LK to send invoice to Jason</b></p> <p><b>LK, SW, and JM to present flow chart of process and amended Accounting System at next meeting</b></p> <p><b>JM to find Inventory</b></p>

	<i>Food Allergies and Intolerances Policy (new)</i> – concern expressed that we cannot guarantee to produce allergy-free catering; CG passed on her research into guidance for community and charity events; general feeling expressed that we need a disclaimer in our Policy, and also displayed in the Hall	<b>CG to put amended policy together with DC for next meeting</b>
<b>Caretaker</b>	See above (matters arising): this item to be kept under review	
<b>AOB</b>	<ol style="list-style-type: none"> <li>1. <i>Cricket nets</i>: it was decided to keep the two sets of nets, set them up in the summer and encourage use</li> <li>2. <i>Computer nerds</i>: Robin has said he will speak to them regarding use of equipment when they come again in May; CG pointed out the importance of the Village Cinema agreeing that user groups can use the equipment; for info, Robin and David usually assist those who need to use any equipment</li> <li>3. <i>Roof leak</i>: contractor called, should be visiting on 18/12/18</li> <li>4. <i>Shelving</i>: JL will bring this from Chaucer House for storage in the Beach Hut; possibly some could be offered to the Football Club</li> <li>5. <i>Trustee update ‘Keeping Ahead of the Curve’ offered by Clapham and Collinge</i>: advertised</li> <li>6. <i>Signage to Village Hall</i>: discussed need for a reflective sign to direct people to the Hall</li> <li>7. <i>Staging</i>: discussed whether to charge extra for its use; as we have funds in hand this was generally not considered necessary, although this item will be revisited in a year’s time</li> </ol>	<p><b>JL to move shelving</b></p> <p><b>LK to circulate details to all trustees, and book places</b></p>
<b>Date of next meeting</b>	28 <sup>th</sup> January 2019	<b>JM to check dates for next year and confirm with LK</b>
<b>Thanks</b>	Thanks to those who kindly provided refreshments, and a Happy Christmas to all 🎄🧑🏻🎅🏻🎁	
<b>Meeting closed at:</b>	9.00pm	

Provisional dates for Trustee meetings 2019:

- January 28<sup>th</sup>
- March 11<sup>th</sup> (LK on holiday – minutes-taker needed)
- April 29<sup>th</sup>
- June 10<sup>th</sup>
- July 22<sup>nd</sup>
- September 2<sup>nd</sup>
- October 14<sup>th</sup>
- November 25<sup>th</sup>
- (then January 6<sup>th</sup> 2020)