

## Minutes of Bawdeswell Village Hall Trustees Meeting Monday 24<sup>th</sup> September 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** Julia Waller **JHW** Sue Whiting **SW**

**Apologies:** Jo Porter

| Item   | Discussion  | Action/Outcome  |
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| <b>Declarations of Interest</b>                                | None  |   |
| <b>Minutes from last meeting (13<sup>th</sup> August 2018)</b> | DC reminded all that Health and Safety should be on every agenda<br>Amendment to Caretaker item – CG to put request in Reeve's Tale<br>Minutes proposed as an accurate record by JL, seconded by DC<br>Agenda requested in advance of the meeting   | <b>H&amp;S to be a permanent agenda item<br/>Adopted<br/>LK to produce agenda</b>   |
| <b>Matters Arising</b>   | <ol style="list-style-type: none"> <li>1. <i>BACs</i> – Update: following consultation with solicitor we will stick to payments by cheque as far as possible in view of concerns about possible cyber-attacks.</li> <li>2. <i>Training for Trustees</i> – Thanks to JW for organising this and to all who attended, this was very well received. See Training below</li> <li>3. <i>Football Storage</i> – the container is now on the field and half the Football equipment has been moved from the Beach hut.</li> <li>4. <i>Heating</i> – PJ Plumbing booked to service the system 8<sup>th</sup> October, John Menzies will be able to be present. Discussed pros and cons of timing of the heating; some advice suggests heating the building overnight, other advice suggests the system should be run continuously. What about getting air conditioning? (Would allow cooling of rooms for e.g. exercise classes)</li> <li>5. <i>Staging</i> – CG: can't guarantee the purchase would bring more bookings, but it is highly likely. Discussion around needing to stay ahead of other venues to maintain our popularity; could offset the cost of staging by an extra fee if hirers wish to use it; JM proposed BEG puts £3000 into purchase, with the rest to come from general Village Hall Fund, seconded by JW.</li> </ol> | <ol style="list-style-type: none"> <li>1. <b>DC will alter relevant policy for next meeting</b></li> <li>3. <b>JL to email Jamie Snell re completion of removal of football equipment</b></li> <li>4. <b>JL to explore air-con further</b></li> <li>5. <b>Staging to be purchased by BEG</b></li> </ol> |

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|  | <p>6. <i>Dog Training</i> – still not paid; JM has emailed and phoned with no response: £160 owed.</p> <p>7. (AOB) - JL: has followed the signage up with PC secretary: there is now photo evidence</p> <p>8. (AOB) - Badges: now in use, stored in Office</p>  | <p><b>6: DC to follow up and research contact<br/>JW to chase payment, including all others outstanding</b></p>  |
| <b>General Finance Update (JW)</b>         | Annual report is now on Charities website; Accounts Inspection cost £380; we must ensure that we have 3 quotes for all major expenditure (eg decorating); we need stated in the Finance policy that this must apply to any spend over £750  | <p><b>DC to re-draft Finance Policy and send to JW for approval prior to sending to Trustees<br/>JW to meet with LK re Charity Report</b></p>  |
| <b>Caretaker</b>                           | Wording has gone into Reeve's Tale, other leads having drawn blank.   | <b>Reconsider this item next meeting</b>   |
| <b>Hall Bookings Update (JM)</b>           | Bookings Form now updated and in use, to include Information for Hirers.  |  |
| <b>Bawdeswell Events Group Update (CG)</b> | <ul style="list-style-type: none"> <li>• Madam Butterfly very successful</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>Operations Subgroup Update (JM)</b>     | JL: this Agenda item needs to be for Operational <b>exceptional</b> matters to bring to the Trustees, all others being dealt with via emails. Still to include Social Media update. (See example of Ops email from JM below)<br>Brief discussion of water charges for Bowls   | <b>JM to take Bowls water reading (every 3 months) and pass to JW</b>  |
| <b>Training</b>                            | Delivered by Clapham and Collinge team: well received. (See below)  |  |
| <b>Policies Review</b>                     | <p>a) Environment (reviewed now as there is no meeting in October): should be added to the AGM agenda</p> <p>b) Health and Safety [see 'Minutes' above] (last reviewed January, but we are spreading them though the year now) : H&amp;S requires periodic testing of Evacuation procedures;<br/>COSHH (Control of Substances Hazardous to Health): data sheets are needed for every chemical we use at the Hall</p>  | <p><b>LK to add to AGM agenda<br/>DC will review the H&amp;S manual, plus Food Safety with RE; will show RE COSHH sheets for use<br/>Evacuation procedures will be tested at HUB</b></p> |
| <b>AOB</b>                                 | <p>1. Charitable Incorporated Organisation: much discussion of CIO status (Charitable Incorporated Organisation): advantages would be Trustees would not be individually liable, and we would be able to employ people. Disadvantages would be the cost of legal help, and the time-consuming nature of the application – it is quite a complicated process. We would need tax advice re. transference of assets.</p> | <b>LK to provide research to Trustees for reading prior to next meeting</b>  |

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|                             | <p>2. Parish Council – Drive and carpark update: PC will continue with upkeep/repairs of the drive; proposal at the next PC meeting to link the carpark to the netball court for an overflow carpark ( this would need to be lockable, and only used for specific occasions); French drain is to be extended to the width of the car park to try to prevent future flooding.</p> <p>3. Trip Adviser: discussion of pros and cons of using this to advertise the Hall; we would be rated according to feedback; someone would need to take responsibility for responding to feedback.</p> <p>4. Insurance: JW has picked this up and will send round Trustees for review. We are with Aviva for 3 years</p> | <p><b>JL to update trustees as needed</b></p> <p><b>JL to explore further; all Trustees to familiarise themselves with Trip Adviser</b></p> <p><b>All Trustees to read Insurance document and come back with comments if needed</b></p> |
| <b>Date of next meeting</b> | 5 <sup>th</sup> November 2018  | <b>(NB: LK on holiday)</b>  |
| <b>Meeting closed at:</b>   | 8.45pm   |   |

**Example email to Ops Group from JM:**

Dear All,

Gents loo cleared of the kitchen work tops. James please note! Some to Beach Hut.

New Vanity unit installed in the Ladies courtesy of Dave Beresford, looks great and is entirely recycled. Gentlemen who wish to view it should make an appointment!!!!

Electrician has been called to fix both the Emergency lights and to replace the faulty socket in the Reception area.

Service by P J Plumbing did not take place due to illness of the engineer, now booked for October. The blinds in both Reception and the Meeting Room have been fixed by Britannia Blinds.

Parasols and bases have been put in the Beach hut for Winter so the Foyer is pristine!

Mike, Sue's husband, has undertaken the repair of our Dyson vacuum cleaner which is much cheaper than buying a new one and we are planning to ditch the Samsung before we all go deaf !!!

