

**MINUTES OF A MEETING OF TRUSTEES HELD ON TUESDAY 19<sup>TH</sup> MAY 2015 AT CHURCH VIEW, BAWDESWELL.**

**PRESENT:** James Lilwall (JL) Chairman, John Menzies (JMz) Vice Chairman, William Mason (WM) Treasurer, Les Beach (LB), David Cockburn (DC), John Mallen (JMa), Marietta Menzies (MM) Secretary.

The Chairman welcomed everyone to the meeting.

1. **Apologies:** Carolyn Good, Karin Mason

2. **Minutes of the meeting of 6<sup>th</sup> May 2015 were agreed and signed by the Chairman.**

**Matters arising from the Minutes**

- Donors' Recognition – Name Plaques/Supportors' Board to be established. **WM is preparing** a list of donors' names; Trustees to agree how best to display them. **MM is contacting grant** givers for plaques. Alan Collier and Phil Hague door names – **DC to organise.**
- Alan Collier Photo – **JMa** has spoken to MC and **is organising to get the photo electronically to DC. DC will organise printing and framing** both photos.
- JMa has not yet caught up with the Little Monkeys convenor. **He will persist.**
- Lottery Survey – MM reported that when she went on line to do it found it is currently closed so she emailed saying Lottery were most helpful, etc.
- Photo of Trustees in front of hall – date to be agreed. **DC.**
- Previous Village Sign – JL organising a site visit with PC to check its viability.
- Reeve Sculpture – MM has spoken with AK who is willing to make a new one if old one not transferrable. **MM to follow-up.**

3. **Lottery Outcomes Update**

Nothing specific to Report, but JMa reported that enquires have been received from Fitness and Dancing Groups, and a Boxing Club. All of which would help meet exercise and youth outcomes.

4. **Hall Construction Update**

JMz reported that

- There are a few small items to be completed – mirrors in toilets and changing rooms, safety hoops by fire doors, etc.
- The centre lights have been raised to avoid the cinema screen.
- The biggest issue affecting final handover is the incoming telephone cable which is not yet installed but it was reported that having a contract would speed up BT Open reach. Without it the hall is not linked to the fire alarm or CCTV and the Architects are reluctant to "sign off" until it is operating.
- WM had spoken with Talk Talk with whom the Trustees had agreed to proceed, who had said they could not undertake an installation in Bawdeswell. He then contacted Opus who recommended their best deal with Daisy (£25 per month for broadband, wifi, etc. including calls). If we agree to enter into a 3 year contract there won't be an installation charge (saving approx. £125). The trustees agreed to go ahead on that basis.
- If that can happen by Thursday, hand-over will take place on Thursday afternoon and all we would be left with is a snag list.

- Building Control has accepted that the kitchen shutter need not be a fire shutter and are content with the planings outside the kitchen door as a temporary measure. Their concern is for the area from the kitchen door to be level over a distance.
- Anglian Water – the final connection to be made at the road end. There is a provisional sum of £2,000 for this which it is hoped will not be needed in full.
- White goods – are all in position and connected up.
- Top soil is due tomorrow for the ruts in the field.
- Contractor’s Invoice – will be for the contract sum not including the project contingency, but including the release of the 12.5% retention with possibly a proportion withheld pending installation of the telecommunications cable.
- Lottery email from Geoff Slater confirming his visit on 23<sup>rd</sup> June and the documents he will want to see that day which has been circulated to all trustees. JMz has asked the architects and contractors for the documents they need to provide.
- Hall was being cleaned today by a contract cleaner for the Contractors.
- Alarm - WM and LB have very kindly allowed their numbers to be used as contact numbers.
- CCTV a sophisticated system; there are 6 cameras around the building. The resolution is very good and becomes infra-red at night, images good enough for Court needs and can be monitored remotely on TVs/mobile phones, etc. We are legally obliged to have a sign saying people are being photographed. Sign to be placed on the outside notice board by the contractor.
- Tours of the building – JMz will organise some conducted tours. The first one will be at approx. 12 noon on Saturday 23<sup>rd</sup> May for attendees of the opening weekend planning meeting.
- Air Source Heat Pumps – JL concerned that they need to be caged. JMz confirmed that he had asked the contractor for a quote. The quote when received will be circulated to trustees for their agreement or otherwise to go ahead with the expense, rather than waiting for the next meeting for a decision..
- Kitchen Shutter – DC has a quote for £608 + VAT and delivery and offered to order it and hold the invoice until finance is available. It was agreed that it should be cream in colour and be fixed on the kitchen side of the hatch. There was discussion on whether it should be electrically operated which will depend on cost. DC will install with one helper.
- Entry to the building – JMz reported that entry will be gained by using a fob and then a key to unlock the door. We will be given 6 fobs and 6 keys for the front door, there will be two master keys for the internal doors and separate keys for the different rooms. A system for access to the building by users will therefore have to be established. Fobs are expensive to replace; regular users will not be able to have keys as in the past. The shop manager needs to be asked if they are willing to hold a key as in the past. It was agreed that all trustees should think about a possible system/solution to key handling and it was agreed that we would consider it at our first meeting in the new building.

## **5. Finance and Insurance**

- WM tabled a Cash Flow forecast, as sent to the Lottery each month, up to March 2016. He went through the figures which show that he believes the approx. amount of the next Omnis invoice will be £110,124, which makes the situation very tight. However, WM believes there is adequate cash flow.
- He also tabled a schedule showing Fit Out and Launch income and expenditure.
- He has asked those who pledged for the rest of their pledged amount and has had a good response to date.
- He will do another tax claim shortly.
- A deposit of £627 has been paid for the reception area tables and chairs.

- Insurance – the company to be advised about the fire and intruder alarm systems as well as the CCTV capabilities when the hall is up and running in the hope there may be a reduction in the premium.
- Tas Valley is expected this week to undertake an alarm/fire extinguisher assessment.

## 6. Hall Development and Management

### a) Website –

- DC is meeting Gavin on Thursday to become familiar with the web site in order to take it over.
- JL went through an email received from Gavin re the bookings system. Some changes were agreed:
- Bookings to be made on a half-hourly basis.
- To keep control of the system, the Booking Manager will be the only person who can make regular block bookings.
- DC will continue his blog until new building is “bedded down”.
- All information on the old site will be transferred to the new site except for a re-direction notice to the new site. It was agreed this should be done as soon as possible.

### b) Launch

- Next coffee morning to organise the Launch is to be held on Saturday 23<sup>rd</sup> May at Church View, followed by a tour of the building
- CG will have a greeting desk in the Reception area.
- Decisions still to be made on how to host invited guests. They need to be hosted by trustees. **MM has started an invitation list which she will forward to all. Any other names to be sent to her.** She will send out the invitations and record acceptances.
- Printed Invitations will be available next week.
- Entertainers being organised.
- Hog Roast – quote received.
- Tickets to include numbers for a lucky door prize. DC has a box of glasses which came with dishwasher and JMa will donate a bottle of fizz.
- Reception/bar to be run as a bar by Kenny from Workhouse Bar.
- JL to check with Tony Hood what he has booked for the weekend.

### c) Furniture

Reception small tables and chairs ordered after agreement on colour – light wood tables with magenta chairs! Acknowledgement has been received and delivery should be in 5 weeks, ie end of June. DC is the point of contact.

### d) Cleaning

- Cleaner - All applicants to be shown around and interviewed next week with JL, JMa and LB.
- Carpet Shampooer – **DC will donate** a Bex Bissel Shampooer to the hall.
- Window Cleaning – **JMz to get** a quote.
- **DC to order** commercial dishwasher special priced detergent etc. in the first instance to check its efficacy. In future it should be purchased by LB as caretaker and provider of all janitorial needs.

## 7. Training

- Systems in the Hall – a session will be organised for all trustees and any regular users available, when the working of all equipment will be explained by the relevant persons.

- CG and JC are keen to do the Food Hygiene course and are willing to pay for themselves. MM to book using a VH cheque and they will reimburse the VH.

## 8. Policies

- JL signed the agreed Lost Property policy.
- Health & Safety – there was some discussion on the wording of the H&S policy. It needs two approaches, one for employees and one for hirers/users. Trustees have to inform employees of what is required by the Policy and ensure that they are carrying it out. For Hirers and users of the building Trustees can only advise them of their duty of care. They must be given a different document. If trustees discover that users/hirers are not exercising their duty of care and are doing the wrong thing, then trustees have to tell them to revise their practices.

## Any Other Business

- Radio Norfolk – JL reported on the successful interview transmitted on Friday 15<sup>th</sup> May 2015.
- Portaloo – it was agreed that the Bowlers could have access to the building in order to use the toilets from next week. **MM to cancel the Portaloo.**
- AGM 22<sup>nd</sup> June 2015 – unfortunately the notice didn't get put into June's Reeve's Tale although it was in May's. **MM will** put a notice on the Board in the Reception area of the hall and on the website.
- Cinema Equipment – DC has received acknowledgement of his application for a projector and has also sent an application to Norfolk Community Foundation for a new screen. The lower cinema cupboard needs to be secure. He acquired a spare lock which he plans to swap with the one on the Activities Room door and both doors will end up with more appropriate locks. DC will undertake to do that next week and will need a master key in order to do so.
- LB reported that the floor installer recommends that no high heeled shoes or trainers be worn in the hall.
- It was agreed that the barn would be cleared finally on Saturday 30<sup>th</sup> May by a working party starting at 10.00 am. DC is happy to start moving some things next week; the blue chairs and Reeve sculpture from the Church and some tables and chairs from the Barn.
- Broom cupboard – to be provided in the Utility room sometime in the future.
- Room names – Activities Room to be the Alan Collier Room and the Meeting Room to be the Phil Hague Room.
- Tin Hut – when emptied LB will get a skip, take it apart and sell it for scrap.

The meeting closed at 10.00 pm.

Next Meeting:                    Monday 8<sup>th</sup> June in the meeting room at 7.30 pm Bawdeswell Village Hall!!  
Sobriety will rein!!