

**MINUTES OF A MEETING OF TRUSTEES HELD ON THURSDAY 23<sup>RD</sup> APRIL 2015 AT 7.30 AT 7 SAXON MEADOWS, BAWDESWELL.**

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

**IN ATTENDANCE:** Janet Cockburn (JC)

The Chairman welcomed everyone to the meeting especially JC

1. **Apologies:** There was none.

2. **Minutes of the meeting of 14<sup>th</sup> April 2015 were agreed and signed by the Chairman.**  
**Matters arising from the Minutes**

- Premises Licence – JMz has passed on all information to DC.
- Alarm system information – still outstanding. **Action JMz.**
- Signage – DC working on it.
- White Goods – WM confirmed expenditure covered for all and DC tabled a list which showed they have come in a little cheaper than expected.
- Momentum – renewal of membership has been organised.
- Policies – MM to continue updating and will provide for Website.
- Gate Opening – there was a discussion about future security and it was thought that the weekly named gate person could be given a program of events in the hall for the week of his/her attendance in order that he/she could close the gate at an appropriate time and users would not be locked in the field.

3. **Lottery Outcomes Update**

The Trustees agreed they must focus on getting new ventures started and this will be a prime objective of the opening weekend.

4. **Hall Construction Update**

- JMz reported that the next valuation is due tomorrow. He believes the quality of materials and work is very good.
- The trench for the water main and the BT cable which has to be enclosed in a special duct will take place next week.
- Planning Condition Car Parking – Breckland require that adequate car parking spaces are provided. The drawing showing the proposed parking area which received Planning Approval is shown on the Breckland website. This drawing indicates the original car park fully restored. If in future part of the car park is landscaped parking spaces will have to be provided elsewhere
- Bike Racks will be provided by the Contractor

## 5. Finance and Insurance

- The Insurance Co. needs to know the value of the cinema equipment. **DC to provide when available.**
- WM reported that there was no change in the figures since the last meeting except that he had received a further £250 for white goods.
- DC will charge white goods to his personal credit card and will need reimbursement before he pays his account.

## 6. Hall Development and Management

It was agreed that bookings should commence from the 1<sup>st</sup> June 2015.

a) **Website** – more information to be provided. JL has already received an enquiry via the website.

JMa has also received enquiries and has promised to show prospective hirers around the building after the 15<sup>th</sup> May.

### b) **Launch**

- To be all about promoting current activities and potential new ones.
- Press to be invited.
- A list of those who have donated, supported, etc. and who should be invited officially needs to be prepared. **All Trustees to provide names to JL.**
- Official opening 12 noon Saturday 25<sup>th</sup> July 2015. JL has ordered ribbon for bow on door which will then be pulled.
- Framed photos of Phil Hague and Alan Collier needed and name plates for doors. PH photo in Barn? **JMa to ask MC for photo of Alan.**
- Wall plaques from donors. **MM to check.**
- Reception – CG co-ordinating.
- Trustees/?Helpers to wear Tee shirts.
- Feed-back forms to be available.
- Evening – BBQ/hog roast, bar in Reception, disco and Bill Cunliff. DC preparing tickets. Need to find an appropriate Disco.
- Gordon Bambridge has advised JL to apply for a Pride of Breckland grant to help fund the launch.
- Sunday – to start with a Community Breakfast which Sandi Taylor will co-ordinate. Followed by a Dedication Service conducted by the Bishop of Lynn.
- There will be a BBQ run by launch team and theme will be showcasing the building.
- A film in the main hall; the choir doing an open rehearsal; a flower demo; a cooking demo; all groups will have a stall.
- Gavin and Emma will help JL with PR.
- The original VH sign to be erected in the hall after some refurbishment if possible and the Reeve white card sculpture currently in the church to be erected with a suitable protective shield.
- Next meeting of launch committee is 23<sup>rd</sup> May.

### c) **Furniture**

JL has asked for a quote for café tables and chairs and expects to receive it next week.

#### d) Cleaner Applications

Interviews date to be organised week beginning 4<sup>th</sup> May. **JMa to contact applicants.**

#### 7. Training

- KM is attending a Child Protection course.
- JC enquired about Food Hygiene courses for kitchen users. MM reported that these are run by Momentum and will provide details of them when they come to hand. KM has completed this course and has a certificate.
- Equipment Operating and Maintenance Manuals will be provided by the Contractor. Information will need to be understood by us and extracted and made available to users where necessary; reference is included in the Terms and Conditions of hire. Systems for ongoing maintenance to be established.

#### 8. Policies

- DC circulated the Health & Safety policy statement and Trustees agreed it. He will provide the HSE statement, No Smoking posters and all other posters needed.
- WM had circulated the updated Terms and Conditions which the Trustees agreed.
- It was further agreed that we do not need policies on Anti-bullying or the Recruitment of ex-offenders, at present.

#### 9. Any Other business

- JMz is seeking a date for another site visit. **JL to provide his availability.**
- Fire Extinguishers – DC reported that we need advice on what is required. **WM will contact TasValley.**
- JMa has had no response from the Computer Users or from the Band.
- Table Tennis – JC reported that although they plan to play each week, sometimes for various reasons there are not enough players and the meeting is cancelled and was concerned about charges on those occasions. She also enquired about storage space. WM replied that this is covered in the Terms and Conditions.
- DC asked if lockers were to be provided. There has been no provision made at the moment but it would depend on the needs of field users in the future.
- It was agreed that the store behind reception would not be referred to as a “Secure Store” as nothing valuable would be kept there.
- Special Rate guidelines - WM asked about the process required to establish such a rate. It was agreed that if the Booking Clerk thinks a concession is necessary for a new group he will ask the Trustees for their agreement. Their priority will be those groups meeting outcomes and/or for the community, and agreed they will subsidise such groups when starting activities for a year and then review the situation.
- It was agreed to start moving VH furniture and belongings back into the Hall on Saturday 16<sup>th</sup> May at 10.00 am.

The meeting closed at 9.20 pm.

Next Meeting:            Wednesday, 6<sup>th</sup> May 2015 at **9.30 am at Bawdeswell Lodge, Dereham Road.**