

**MINUTES OF A MEETING OF TRUSTEES HELD ON WEDNESDAY 3<sup>RD</sup> JUNE AT BAWDESWELL, VILLAGE HALL at 3.30 pm**

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

In attendance: Janet Cockburn (JC)

**1&2.** The Vice-Chairman welcomed everyone to the meeting saying that the purpose of the meeting was to deal with immediate needs, which meant we wouldn't be going through our usual agenda.

**3. Apologies:** James Lilwall and Karin Mason.

**4. Security (Key Holders, access codes, etc.)**

JMa proposed and the Trustees agreed that -

- All Trustees to be issued with a key and an individual personal code to access the building
- All regular users to be issued with a key and personal code
- One-off hirers will be let in to the building by the Caretaker or Bookings Manager.
- There will be a separate code for casual users.
- The 4 Bowls Clubs will each have their own code but only one key will be made available and kept in their green hut.
- No key will be left at the Shop.
- The eventual master code will only be known by JMa and the Caretaker.
- JMa will nominate the codes which will be 4 figure numbers, and allocate them.
- JMa will also prepare an information sheet on "how to" access the building and log-in a code, for all with codes.
- All keys issued to be signed for. MM to prepare a receipt.
- A refundable £10 deposit to be paid by users.
- The key to change the door opening to automatic to be available in the key safe.
- One of all keys to be labelled and placed in the key safe.
- All spares to be kept by WM.
- All trustees to know the 3 digit code of the key safe.
- The key safe to be placed in Reception.
- Plant room keys to be held by JMz and the Caretaker.

**5. AGM Arrangements 22<sup>nd</sup> June.**

- The Annual Report including Accounts to be prepared as per Charity Commission guidelines. JL to write a separate Chairman's Report if he so wishes. **MM to prepare a draft Annual Report WM to provide accounts.**
- The Report has to be approved by Trustees before the AGM. If it isn't available for the meeting on 9<sup>th</sup> June it will be emailed to Trustees for approval.
- CG will organise refreshments.
- The Activities Room is booked.

## 6. Lottery Visit 23<sup>rd</sup> June at 10.00 am

- Coffee on arrival
- Tour of the building
- Meeting to table documents required and discuss. Some documents already to hand others in process. **JMz co-ordinating.**
- Sandwich lunch to be provided.
- Attendance, for the sake of continuity, those present at the first meeting. Others might like to be introduced.

## 7. Cleaner / Building Cleaning

- Cleaner appointment to be confirmed by JL on return
- Cleaning to be carried out when necessary by all trustees until a cleaner is in place.
- Appropriate cleaning products and equipment to be confirmed

## 8. Fire Risk Assessment Report

- The “Significant Findings” of the report were gone through and an Action Plan will be prepared. **Action MM**
- WM reported that the cost of the extinguishers required is £261 including VAT and including a complimentary service of the existing extinguishers. It was agreed to go ahead with this purchase.

## 9. Health and Safety Check New Building

JC very kindly volunteered to undertake the HSE Health and Safety checklist for village and community halls and prepare a report, this weekend.

## 10. Telecoms Contract

WM has contracted with Daisy and is waiting for them and BT Open Reach to connect the cable and set up the system.

## 11. Storage

There was some discussion and it was agreed –

- cleaning materials will be kept in the Utility Room.
- Regular user groups will be provided with some space where appropriate
- Building manuals and documentation will be kept in the Office

## 12. Hirer Needs

- Little Monkeys need storage space for children’s equipment, a microwave for heating bottles and snacks, a mat for children to sit on. **DC will buy a microwave. JMa will provide a mat.**
- Bridge Club needs a small lockable cupboard/locker
- Table Tennis needs a lockable space for bats, balls, etc.
- Paper Towel Dispensers needed in both changing rooms, disabled loo and kitchen
- Door mat for front and North aspect door. **Action JMa**
- Tea Trays x 5 for Reception, Activity and Meeting rooms. **Action JMa**
- Kettles x 3. **Action DC**
- Rubber door wedges. **Action JMa**
- Sanitary bins x 4 required for Ladies’ and Disabled loo.
- Baby Changing Table to be fixed in the Disabled Loo. **Action LB Caretaker.**

### **13. Premises Licence**

- DC has completed the application and has an appointment with Breckland tomorrow. It is going to cost upfront £190 and a further £180 per annum. Users will be charged a proportion of the fee. It will take approx. 6 weeks if there are no objections. Trustees are collectively responsible for adherence to the Licence conditions.
- It was agreed that the Licence should be applied for and that the only 2 hour extension after midnight would be for New Year's Eve. If any hirer needed time after midnight on any other date they will have to apply for a TEN.
- As Friends of the Church may wish to use the VH for a performance on 13 June if weather inclement, they will have to apply for a Short Notice TEN urgently. **Action MM**

### **14. PPL Licence**

JMa has been asked by prospective tenants whether we have a PPL. It was agreed that we should apply for one at a cost of £100 when needed or when financial situation clearer.

### **17. Expenditure Priorities**

WM reported that we are not in a position to prioritise expenditure because there is only about £2,000 in cash left. He explained the situation with money coming through from the Lottery which is unlikely to happen until mid-July and as the final invoice from the contractor has yet to be received and negotiated, the final cost figure is unknown. The money donated for specific items is ring-fenced.

### **18. Any Other business**

- WM suggested we need a separate Notice Board, not in a prominent position, for statutory information.
- JMa needs a Bowls Fixtures list so he has some idea of when they will be using the building.
- It was agreed that 40 x cups & saucers or mugs and plates should be available in Reception.

The meeting adjourned at 6.10 pm. Agenda items 15 and 16 held over to the next meeting.