

MINUTES OF A MEETING OF TRUSTEES HELD ON WEDNESDAY 6TH MAY 2015 AT BYLAUGH LODGE, BYLAUGH.

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

The Chairman welcomed everyone to the meeting.

1. **Apologies:** Carolyn Good

2. **Minutes of the meeting of 23rd April 2015 were agreed and signed by the Chairman.**

Matters arising from the Minutes

- Alarm system/Telecommunications – JMz reported that a telephone line is needed for the fire alarm system. There was discussion on what type of telecommunications contract to sign up for. WM reported that he had spoken with Tas Valley who will come to undertake a survey in the first instance. WM recommends a system which would phone one of us, rather than an automatic system which would contact a monitoring company. The total costs for a telephone line plus calls would be £20 per month which includes a router, wi-fi, and broadband. It was agreed to go ahead immediately on that basis. It was also agreed not to take out a maintenance contract. **Action: WM.**
- Signage – DC tabled drafts which were agreed by the trustees, and he will get a quote for a double sided sign for the end of the driveway on the other side of the road. He will speak with the home owner affected.
- White Goods – the commercial dishwasher being delivered today.
- Momentum – renewal of membership has been organised.
- Gate Closing – it was agreed that the last hirer of the evening will be given the gate combination and asked to close the gate.
- Insurance – DC has provided value of cinema equipment. Cover will need to be in place from the 15th May 2015.
- Donors' Recognition – Name Plaques/Supportors' Board to be established. Also need to give thought to how we are going to host invited guests who have supported the project both financially and with advice. Names of guests to be invited. **Action All.**
- Alan Collier – Photo, **JMa to speak to MC. DC will organise framing** and he has Phil Hague's photo electronically.
- Fire Extinguishers – WM had spoken to TasValley who will undertake to do the Church and the VH at the same time and only charge for one call out. They will do a risk assessment after we are in possession of the building. DC would like to be there when they come. They will provide advice on operation of the alarm system also on that day.
- Plastic Chairs – JL reported that the PCC has agreed to donate the blue chairs for the Meetings and Activities Rooms. They should be collected from the Church on the 16th May. A working party will be needed at the hall to clean chairs and tables.
- Children's Equipment in Barn – **JMa to speak to Little Monkeys** about sorting out their play equipment on 16th.

3. Lottery Outcomes Update

Nothing specific to Report, but enquires have been received from Weightwatchers and there is the possibility of a Gardening Group, which could help meet seniors, family and exercise outcomes.

4. Hall Construction Update

- Handover still scheduled for Friday 15th May.
- JMz went through approximate costs – Architect’s instruction No. 4 items:

Water Conditioner	£4,000
Break Tank and pump set to feed outside tap to Bowling Green	£3,800
Water Boiler	£2,000
Ventilation	£8,500

The costs of the kitchen and reception have come in at less than the 2 x £10,000 provision included in the contract.

There will be a final architect’s instruction for remaining items:-

- The incoming water line - will be a matter for discussion as there will be a cost for deeper trench digging and the water line itself.
- Anglian Water has to make the connection and there is a provisional sum of £2,000 for that. If they can’t do it by the 15th we will use the existing connection temporarily. JMa wondered if they have a community fund that could help?

Other Possible Expenditure:

- Protection for air source heat pumps.
- Blinds for west wall window
- Security grating for reception store room window
- Kitchen Shutter – JMz and DC had been speaking about this need and DC has a quote of approx. £600 including delivery and he can fit it with a helper. Decision needs to be made whether it is to be on the kitchen or hall side of the hatch.

It was agreed that there would be no extra expenditure until the final financial position is known.

5. Finance and Insurance

- WM tabled two income statements, the first up to the 31st March showing a balance of £5,043, and the second up to the 5th May showing a balance of £3,633. The difference is because the insurance premium for the new building for the year has been paid in advance.
- The New Hall Fund statement has been updated allowing for the latest payment to the contractor of £107,456.55 (lottery claim £82,741.54 against this sum). Total deficit is lower at £5,164 as VAT was less than expected.
- There will be one more large payment to the Contractor of approx. £120,000.
- Once the Certificate of Practical Completion has been produced we have to release most of the retention. Once we received the certificate our understanding is that the Lottery will release the remainder of the grant.
- WM will claim the remaining £15,000 from the £50,000 grant from the PC.
- WM tabled a statement showing the Comparison of Costs against the Budget at October 2013 showing a total cost of £699,500, an increase of £9,400. Funding is also up and this cost can be met.

- JMz went over the estimated cost of the building over 4 years starting in Autumn 2011 (JM &PH) £560,000, Spring 2012 (Ian Bond QS) £551,000, July 2013 (Chaplin Farrant) £648,000, May 2015 estimated out-turn £635,869.
- Negotiations will take place with the contractor on the penalty charges for the 6 week contract over run.
- The loans totalling £17,000 will be paid back by 31.3.2016.

6. Hall Development and Management

a) Website – JL to speak to Emma and Gavin, DC to speak to them about taking over and MM to send Policies.

DC will continue his Blog as the fit out continues.

b) Launch

- Another coffee morning to organise the Launch is to be held on 23rd May at Church View.
- A disco has been booked and a donor has underwritten the cost. Bill Cunliff will lead a community sing along half way through.
- **JL organising** printed invitations with the programme printed on the back.

c) Furniture

JL has received a quote for the café tables and chairs of £2,500 including VAT. It was agreed to decide upon the colours and to go ahead with the order.

d) Cleaner

All applicants to be shown around the building *en masse* on Sunday 17th May 2015 if possible. **JL to contact applicants.**

7. Training

MM had reported she had received details of a Food Hygiene course to be run in Dereham on Saturday 20th June. KM stated that it isn't necessary for anyone else to do a course and that she would happily run a session to go through the basics covered by the course for all future kitchen users.

8. Policies

None for review at this meeting.

Any Other Business

- Security – to be put on the Agenda for next meeting, DC's paper etc.
- LB reported that Paul is willing to help him with the Youth Club.
- **MM had received a Lottery Survey to complete.**
- **MM to circulate** Charity Commission Newsletter
- **DC plans to take a photograph of the Trustees in front of the hall.**
- Old Village sign - needs to be looked at for display in the Hall and PC needs to agree if any money has to be spent on it. **JL to check with AMcC.**
- Paper Sculpture of the Reeve - **MM to ask AK** if it can be stabilised, etc.

The meeting closed at 11.00 am.

Next Meeting: Tuesday, 19th May at 7.30 pm at Church View, Bawdeswell.