

MINUTES OF A MEETING OF TRUSTEES HELD ON TUESDAY 14TH APRIL 2015 7.30 pm at Church View, 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.

1.Apologies: There was none.

The Chairman welcomed everyone to the meeting.

2. Minutes of the meeting of 30th March 2015 were agreed and signed by the Chairman.

Matters arising from the Minutes

- Portaloo – had been delivered yesterday and positioned as agreed with Site Manager and Paul Digby. Because the disabled one planned for us had been trashed an ordinary one at a cost of £18 + VAT was delivered but will be swapped when disabled one repaired.
- White Line Machine – neither JL nor LB had seen their contacts.
- Insurance cover – JMz has spoken to the insurance agent who will speak to the insurers and will advise asap of the premium to apply after practical completion (15th May 2015).
- Thermometer – LB has taken it down.
- Premises Licence – DC working on the requirements for it and **JMz to provide some information.**

3. Lottery Outcomes Update

- CG tabled the updated outcomes document and went through it.
- JL would like to see how the outcomes can be marketed at the open weekend.
- Youth Outcome - JMz wondered if some of the young people could help with a task force to mark out and update the car park.
- Senior Outcome – KM is hoping to be able to do some soup lunches in the winter months on the alternate months from FAB .
- JM has contacted all past users.
- MM went through a draft of the Lottery’s monitoring form to be completed by the end of the first year of operation. She will extract from it the information required in order to start gathering it once the building is building used.

4. New Hall Construction Update

- JMz reported that the Contractors are still planning to meet the 15th May handover date.
- The Site Manager plans to work late whenever possible if this is acceptable to the Trustees. This was agreed.
- JMz to organise another site visit when the scaffolding is taken down from the main hall.
- A non-completion certificate had been issued to the Contractor on 2nd April 2015. There will be negotiations about the final cost figure on completion.

- JL asked that as a result of yesterday's PC meeting whether the 15th is also the day that the environment will be totally cleared and made good. JMz reported that this should be the case but knowing the pressure the contractors are under there may be some delay.
- Electrical Box location – JL and JMz to check drawings to see where it is to be placed.
- Extra Costs – JMz confirmed that they had all been discussed with the architect. On the specific question of the mechanical ventilation extra cost of £8,300 required by Building Control. It had not been included by the architect when they wrote the specification, as some similar vaulted halls did not have mechanical ventilation. Otherwise a Provisional Sum (say £10,000) would have been included in the Contractors' tender, which would have had a knock on effect increasing the contingency figure, thereby raising the total build cost. This would have required our showing the Lottery that more funds were available before being given the grant.
- The Parish Clerk has signed the way leave for Open Reach in respect of the new telecommunications cable.

5. Finance/Legal Matters

- WM tabled the first New Hall Income and Expenditure statement for the new financial year showing the current deficit of £7,562 after allowing for the estimated extra costs and £3,000 for VAT, and a final deficit of £36,608 if all the project contingency is used and receipts of £4,311 for the Fit out and launch.
- WM has drawn down another £15,000 of the £50,000 grant from the PC.
- The next valuation will be done on the 24th April.
- Insurance cover – the cost of the building is approx. £700,000 and WM and JMz had agreed to insure the new building for £800,000 and the fixtures and fittings for £20,000 in the first instance. If this sum is not enough to cover the costs of tables, chairs, white goods and cinema equipment it will have to be increased when it is known what has been spent.

6. New Hall Development and Management

- Terms and Conditions - had been circulated to all Trustees for consideration. WM had not received any feedback. **He will re-send** to trustees for discussion and agreement at the next meeting.
- Telecommunications – decisions have to be made on what will be provided. It was agreed that until a need is identified and funds are available, the following will not be provided: a Television (and licence), Broadband or WiFi, a general telephone line. It was agreed that a telephone line for the alarm system should be installed if financially viable. WM will check the costs. **JMz to check the alarm system being installed and inform WM.**
- Signage – **JL will obtain** quotes for signs at the driveway entrance. JMz will check that the signs for the building are included in the contract. **DC will send JL** a “squared” version of the logo.
- Website – **DC will take over** updating the website in June/July and will get together with Gavin before doing so.
- Launch Weekend – JL went through his report setting out the plans to date. The next launch meeting will take place on Saturday, 18th April at Church View.
- Furniture – JL tabled a document showing café chairs and tables and hall chairs. Because of financial constraints it was agreed that new chairs for the main hall would not be purchased at present. We have 98 black stacking chairs, 16 large tables, 4 small tables and some card tables. It was agreed to get a quote for café tables and chairs for the reception area. Delivery is about 6+ weeks and they would be wanted by the July launch date. It was agreed that we would ascertain whether we could have the blue stacking chairs from the Church once its new chairs arrive. We will order new chairs for the hall when finance is available. DC volunteered to use his trailer to transport the tables and chairs from the Barn and the Church.
- White Goods – **DC to inform** WM of the amount needed for all white goods in order that he can establish that there is enough money in hand.

- Cleaning – another application had been received, again from a villager and an interview date will be set up to see all applicants.

7. Training

The Momentum membership is due and it was agreed to renew for 2015/16 year. **MM to check cost and organise renewal.**

8. Policies

- DC went through the draft Safeguarding: Children and Vulnerable Adults Protection Policy he had circulated and he will continue to work through the back-up procedures. **MM will edit.**
- It was agreed that the following policies can be scanned to go on the website: Data Protection, Environment, Equal Opportunities, Training, Smoking, Alcohol and Use of Illegal Substances, Accounting System and Reserves. **Action MM**
- MM read out a draft of the Lost Property Policy. **She will amend it for signing at the next meeting.**

9. Any Other Business

- Damaged Notice Board – PC sorting out.
- NRCC in Dereham has amalgamated with West Norfolk Voluntary and Community Action and their new name is Community Action Norfolk.
- NAVH – a notice of their annual quiz and AGM had been received.
- MM had received an email from Aviva about their community grant scheme.
- Gate opening – WM reported that the PC's decision on the planned times for its opening and closing was 8.00 am until dusk. A system has to be put in place to meet the needs of the village hall users and bowling green users. Trustees to consider how best this can be done. **To be discussed at our next meeting.**
- JL reported that the Annual Parish meeting is to be held in the Church on 18th May at 6.30 pm. He urged trustees to attend.

The meeting closed at 9.45 pm.

Next Meeting: Thursday 23rd April at 7.30 pm at Church View.