

MINUTES OF THE MEETING OF THE VILLAGE HALL MANAGEMENT COMMITTEE HELD ON MONDAY 16th February 2015 at 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: None

The Chairman welcomed everyone saying how good it was that Carolyn was able to be present.

2. Minutes of the meeting of 26th January 2015 were agreed and signed by the Chairman.

Matters arising from the Minutes

- JL reported that he had had two conversations with Paul Digby of the Bawdeswell Bowls Club who had had a joint meeting with all four Bowls Clubs. Their league starts at the end of April until mid August. They would like to use the Changing Rooms and the Reception area on a regular basis and will pay £400 for this season and would hope to increase the amount next year. They are currently finalising their timetable. They are also willing to do some charity roll-ups in aid of the hall.
- As their first match is at the end of April we will have to provide a portaloos. **MM to organise with Anglo Scotttish.**
- LB has not been able to make contact with the Club which has the White Line machine. **JL will speak to a contact there.**
- The logo will be launched with the website at the end of March.
- Alpha Furniture – JL has spoken to them about the chairs and suggest that we go to their warehouse at Milton Keynes. JL would like to know who would like to go to make a short list of 3 for final committee choice. The chairs are approx. £20 each.
- MM is no longer able to attend the First Aid training at Momentum on the 28th February. LB will undertake this training when it is next available.
- The cigarette bin - colour and situation need to be decided.
- Community grant – PCC has applied to cover the cost of a BBQ, picnic tables and benches. Anything that comes in early will be stored until needed. **JL to check with the Wards.**
- The PCC is planning to speak about the area around the hall at their meeting in April.
- Marilyn Collier is extremely pleased that a room will be named after Alan, saying he would be delighted.
- Bat boxes are in place and the locations were approved by the Ecologist on the 13th February 2015. The final nocturnal survey will be undertaken in August which will complete the requirements of the Licence.
- The Grant application for a cinema screen will have to be done in the name of the Village Hall.

3. New Hall Construction Update

- JMz reported that Dave Clark, the current Site Manager will be moved next week and Craig Watson will become the new Site Manager.
- The roofing is scheduled to begin on Wednesday 18th dependent upon weather, particularly wind speeds.
- UK Power Networks is looking into relaying the cable from the transformer on the other side of the Children's Playground. This work would be at no cost to us. JMz has told them that as the cable crosses Parish Council land its permission would be needed. *(Later - after further review, UKPN have advised that no cable renewal will be necessary.)*
- The Building Control Officer is questioning the level of ventilation in the main hall. There is to be more discussion on this; the worst case scenario is that solving this problem could cost more than £10,000, which would be a cost to us.
- The next site meeting will take place on Thursday 19th at 9.00 am.
- Considerate Contractors made a 2nd inspection last Thursday as the result of which a Newsletter has been delivered to local houses.
- Costs – the next Architect's Instruction has yet to be priced up so the kitchen and reception area are not finally costed.
- JMz will organise a site visit for the committee once the scaffolding is down.
- The committee as a whole seemed happy with Omnis and their employees.

4. Finance/Legal Matters

WM tabled:

- The Income and expenditure statement at 15 February showing a balance of £6,186.
- The New Hall Income and Expenditure statement showing a current deficit of £1,326 and a final deficit of £36,976 if all the contingency is used.
- It was agreed that the proceeds from the Yard Sale (£570) should be shown in the "Fit Out and Launch" column.
- The 5th claim of £27,011 to the Lottery had been made on the 6th February. The total payment to Omnis for January was £35,079.85.
- Insurance – WM reported that we had looked at this sometime ago and estimated that for the coming year the cost would be approx. £2,000. There is a long list of exceptions regarding things we organise. **WM will speak** to the company about cover for the time up to the opening. Some activities will be in place then although not all. The Committee agreed to renew with Allied Westminster from the general fund.

5. New Hall Development and Management

a) Website –

- JL will send details to all committee members.
- JL has asked both Gavin and Emma Raines to become committee members. They cannot undertake to do so at the moment but one or both will attend committee meetings when possible.
- The website will become live at the end of March.
- WM has set up the PayPal account.

b) Launch Weekend

- To be a celebration showcasing the new building and activities
- Official opening ceremony time – possibly 11-12noon - to be discussed and agreed at coffee morning on 18th April.

c) Furniture/fixtures & fittings, JL reported -

- That £2,600 + gift aid had been promised in donations plus the cost of a fridge.
- JMz will tell the contractor that we do not want them to include any white goods.
- It was agreed that two cookers and possibly the dishwasher will need to be delivered to site before the end of the build to be installed, but that other items can be delivered after handover. It was agreed that warranty time should not be wasted.

d) Cleaning Requirements

There was discussion on the type of cleaning service required. It was agreed that we would advertise in the Reeve's Tale for a local cleaner to start when the building is completed, (sometime in May) for 2 x 1 hour per week at first at the living wage rate, with a regular review on quality and time needed. **JL to draft Advertisement.**

6. Lottery

- There was discussion on how we are going to acquire the statistical information necessary to enable us to monitor and self evaluate as required by the Lottery. We will have to maintain contact with the leaders of activities and record necessary information as detailed in the Business Plan. **CG volunteered to do this.**
- We will also need to seek new activities in order that we meet the breakdown of numbers, etc. of our stated outcomes as shown in the Business Plan.
- The committee hopes to subsidise community activities that meet Outcomes.
- There was some discussion on how best to fund this aspiration and JMa will enquire of Swanton Novers and Hickling re their charges for one off functions like weddings.

7. Training

Nothing to report.

8. Policies

- KM stated that the Child Protection Policy circulated to all was too long and not in line with a Policy a school would have. There was much discussion. It was agreed that the policy should only appertain to activities that are organised under the auspices of the Village Hall Committee. **DC offered to edit** it in line with the training he has undertaken to date on this subject and at the level required for a Village Hall user rather than the public at large.
- Health and Safety Policy – MM to send to Janet Cockburn for comment and advice .

9. Any Other Business

- MM tabled the file of papers on the Valuation of the new building and advised that she had agreed to contact them when building finished. DC said he needed a valuation before then in order to apply for a Licence. He offered to contact them and took the file.
- Alex Kirby had sent MM the details she had of children and parents willing to support youth football. JL has been in contact with a group enquiring about starting a football team and it is hoped these two groups will be able to come together and support each other.
- The Blue garbage bin is split. **WM will contact Veolia** about a replacement.
- The Youth Club – LB reported that it has been suspended until April when it can be run in Bawdeswell, because of the expensive heating at Foxley.
- JL had received an enquiry about putting photovoltaic panels on the new building but had declined.
- JL thought we might need another yard sale sometime in the future.
- New Signage will be needed for the end of the drive to the hall.

The meeting closed at 9.40 pm.

Next Meeting: Monday 9th March at 7.30 pm at Church View, Bawdeswell.