

MINUTES OF THE MEETING OF THE VILLAGE HALL MANAGEMENT COMMITTEE HELD ON MONDAY 26th January 2015 7.30 pm at Church View, Bawdeswell.

Present: James Lilwall (JM)-Chairman, John Menzies (JMz) Vice Chairman, William Mason (WM) Treasurer, David Cockburn (DC), John Mallen (JMa), Karin Mason (KM), Marietta Menzies (MM), Secretary.

1.Apologies: Les Beach, Carolyn Good

The Chairman welcomed everyone to the first committee meeting of 2015.

2. Minutes of the meeting of 8th December 2014 were agreed and signed by the Chairman.

Matters arising from the Minutes

- Outstanding - JL to speak with Bowls Club. WM reported that he had had a conversation with Paul Digby earlier today who wishes to know what the rental charges are going to be. **JL** is going to speak to PD also about the open weekend. **JL**
- White-line machine still outstanding. **LB**
- The outstanding rental invoice has now been paid.
- Other funding – outstanding.
- H & S Policy –Janet Cockburn happy to review.
- Example – JL checked with them and confirmed that their quote for £1,000 is inclusive of VAT.
- JMz had spoken to the Contractors about the muddy site and they had done something about it but since then it has deteriorated again. He will speak to them again. **JMz**
- VH Valuation – MM had written to Breckland stating that the hall had been demolished and that a new hall is expected to be up and running in the summer.
- The January stage payment – was undertaken last week on MM's return; this 4th claim to the Lottery was for £14,480.18 and covered December and the first week of January. The Omnis invoice amount payable was £18,805.43.

3. New Hall Construction Update

- JMz reported that the building is half way through its construction time now but about a month has been lost.
- A revised programme has been produced which JMz had gone through with the Contractor. The revised handover date is between the 30th April and 14th May 2015. The Contractor could make a formal application for an extension of time.
- There are no delays with materials needed to be delivered to site and the other trades are in place.
- Costs to date: there have been 3 architects' instructions amounting to a total sum of £4,098 to be paid from the contingency. These have come from changes required by Building Control and necessary small amendments to the drainage installation.
- There have been no client changes, which is good as any changes incur a cost for architects' time and give the Contractor the opportunity to recoup other expenses.

- JMz tabled 2 documents showing the Contractor's proposed expenditure against the two provisional sums (2 x £10,000) for the kitchen and bar/reception area. The white goods were discussed and it was agreed that we would price them and seek to obtain them ourselves. KM volunteered to check the specified cooker and DC to check all other items.
- Discharge of planning conditions – noise criteria still to be signed off.
- DC reported that it is planned to floor the roof space above reception and for access to be available from a ceiling hatch but there are roof trusses which are possibly going to protrude into this space and make it unusable in which case a saving could be made by not providing the flooring and hatch.

4. Finance/Legal Matters

WM tabled:

- the Income and expenditure statement showing a balance of £6,136. The only major expense is £400 for Veolia which the VH has taken over from the PC, and a water bill which will be charged to the New Hall.
- The New Hall Income and Expenditure statement showing a current deficit of £892 and a final deficit of £36,544 if all the contingency is used. £1,100 has been received in new donations since the last meeting.
- DC offered to prepare a brochure of the costed white goods required that supporters may wish to nominate as a donation. An amount of money gift aided is the best way for donations to be made.

5. New Hall Development and Management

- Logo – it was agreed that the new logo should be - No. 1 in red. **JL to notify Example.**
- Example queries – DC will undertake the measurements when he can have access to the building.
- Launch – JL reported that there was a good turnout at the coffee morning when lots of ideas were put forward. It is to be a weekend for celebration not fundraising. It was agreed the Opening ceremony to involve villagers not a dignitary. There will be a party on Saturday night. The hall will be a showcase of what it can be used for and for current and possible users to set up in different rooms of the hall to show how it will be used and to demonstrate their activities - Icenii choir, yoga, craft group, an archive exhibition, etc. Information brochures and an opportunity for feedback to be available in reception. It is planned to have lots of activities in the field on the Sunday – vehicles, bowls, bouncey castle etc. that will draw people to the hall and a time capsule will be put together the week before to be buried on the Sunday. It is the last week of school that week.
- New Chairs – WM has spoken to Alpha who are prepared to give us quotes and examples. **DC** will look at their website and pick a couple of samples that would suit the cinema club and other users. It was thought upholstered chairs would soon look shabby. There is £9,500 in the budget for fit out and launch. At the next meeting we will prioritise the wish list and work out a budget.

6. Training

- DC has completed the Safer Programme's Designated Officer Training. It is necessary for him to be responsible for the policy, so he has agreed to take over responsibility for policies. **MM** to pass all files to him.
- He learnt at this training session that individual user groups of the hall will have to have a named First Aider. JMa to look at other halls to see how this is covered in their Contracts of Hire.
- DC to give an overview session on the training to the committee at a future date.
- First Aid – MM to attend Momentum First Aid training in Dereham on 28th February at a cost of £15.

7. Policies

- The Training and The Smoking, Alcohol and use of Illegal Substances policies were tabled and small amendments made. **DC** will provide the new cigarette bin for the designated smoking area. **MM** to update the two policies for signature at the next meeting.
- **DC** will look at the Children and Vulnerable Adults policy for the next meeting. **MM** to forward to him.

8.. Any Other Business

- **JL** thanked **DC** for the very comprehensive photographs and commentary he is putting on the website so regularly.
- **JL** recorded a vote of thanks to **LB** for agreeing to become the Children's Playground Inspector.
- **JL** reported there is a community grant available and the **PC** is keen to apply and build a brick BBQ. Some picnic tables are to be purchased by the **PC**.
- **MM** reported that **Betty Hague** was delighted that a room would be named for **Phil** and **JMa** will ask **Marilyn** for permission to name a room after **Alan**.
- **MM** reported she had received a request for Lottery help from a **Rev.** in **Essex**. He is to contact her again.
- **Bats MM** had been reminded by the **Ecologist** that to meet the requirements of the **European Protected Species Licence** the boxes had to be in place by the end of **March**.
- **DC** stated that he was looking at a grant for a new larger projector for the new hall.
- **JMz** had had a conversation with the **Contractor** about safety etc. and learnt that during the **Xmas** break the site had been entered and substances consumed. **WM** reported that he had heard people within the site and had reported it to the police who did come out.
- **WM** stated that we need to start thinking about the budget for next year to make sure we have enough money for cash flow purposes.

The meeting closed at 9.30 pm.

Next Meeting: Monday 16th February at 7.30 pm at Church View, Bawdeswell.