

MINUTES OF THE MEETING OF THE VILLAGE HALL MANAGEMENT COMMITTEE HELD ON MONDAY 9th March 2015 at 7.30 pm at Church View, Bawdeswell.

Present: James Lilwall (JL)-Chairman, John Menzies (JMz) Vice Chairman, William Mason (WM) Treasurer, David Cockburn (DC), Carolyn Good (CG), Karin Mason (KM) Marietta Menzies (MM), Secretary.

In Attendance: Gavin Raines (GR), Emma Raines (ER).

1. Apologies: Les Beach, John Mallen.

The Chairman welcomed everyone to the meeting and thanked Gavin and Emma for their attendance.

2. Minutes of the meeting of 16th February 2015 were agreed and signed by the Chairman.

Matters arising from the Minutes

- MM reported that she had spoken with Walton Loo Hire re a portalo for the Bowls Club. They can provide a disabled one for £30 + VAT per week or a non-disabled for £20 + VAT. It was agreed to order a disabled one. **JL to check date needed** with Paul Digby when he speaks to him on other issues.
- **JL to speak to white line machine contact.**
- Necessary insurance cover from date when building first handed over. **Action JMz**
- Veolia – need for new bin. **WM to organise** to coincide with takeover of new building.
- Children's Football – KM reported nothing known about it at school. The children do want it. She will speak to Dave (Postman). Parents/families needed to support it and an organiser to run it is needed.

3. New Hall Construction Update

- JMz reported that the contractors had made a lot of progress by the end of last week and report they are confident they can meet the 14th May date.
- He will organise a tour for the committee at 9.15 am on Wednesday 18th March.
- The Contractor has lodged a request for a contractual Extension of Time (EOT) of 6 weeks. On the basis of the information available, this request has been declined.
- There may be further time slippage and increased costs due to the three outstanding issues to be resolved which could be our responsibility:
 1. Ventilation of the main hall to meet the Building Control Officer's requirements.
 2. There is a problem with water flow and pressure in the incoming water main; the matter is currently under investigation.
 3. The inclusion of a water softener, which is not part of the original contract.
- Figures are still awaited from the Contractor for the extra costs on Architect's Instruction No. 3, and for the Contractor's quotations against the two provisional sums for the kitchen and reception area.
- To date the extras to come from the contingency total approx. £4,000.

- DC asked for the dates when the Contractors will want the white goods they are to install, cookers, dishwasher, etc.? **JMz to check.**

4. Finance/Legal Matters

WM tabled:

- The Income and expenditure statement at 8th March showing a balance of £4,879. The cinema rent for Reepham has now been paid.
- The New Hall Income and Expenditure statement showing a current deficit of £1,327 and a final deficit of £36,976 if all the contingency is used, which is the same as the last statement..
- The Cash Flow Forecast for the project as sent to the Lottery each month. He went through the cash position for the next few months saying that he will call on pledges but for a lesser amount than that pledged in the ratio of what is needed.
- DC commended WM on the way he is handling and presenting the finances.
- The 6th claim of £48,163.96 from the Lottery had been made on the 7th March. The total payment to Omnis for February was £62,550.60.
- WM reported that he had heard from Aleithia Mann that in future accounts will not need to be audited if under £1 million each year.
- MM reported that she had contacted Breckland regarding claiming the final £2,500 from them and was awaiting an answer. **She will follow up.**
- JL asked what the budget was for small necessary items, like paper towel holders, etc. **JMz will check** to see what items are included in the Contract. If necessary **DC will make a list** of all the necessary items and will price it. **KM will do the same thing for the kitchen.**
- JL believes we should make one order for all necessary furniture to Alpha in order to get the best deal possible.

5. New Hall Development and Management

- a) Website –
 - **JL will prepare** a Press Release about the new website.
 - ER went through her list of questions noting who is to give answers. **She will send out** the completed list separately.
 - DC will continue his blog and the new website will include a link to it.

- b) Launch
 - Next planning meeting 18th April.
 - Saturday - Bouncy Castle, brass band, etc. all booked, grand opening 12 noon. Organisations demonstrating in the afternoon, disco in the evening.
 - Sunday – community breakfast, church service? Demonstration of use of space.

- c) Furniture/fixtures & fittings, JL reported –
 - Reception area – a flexible space, it was agreed to furnish it with small square tables and chairs that are easily moveable. **JMz to check** with architect the colour of wood being used for the Reception desk.
 - Display cabinet for historical artefacts. JL would like one in the lobby but JMz thinks walls are being taken up with fire alarm panel and main heating control panel. **JMz to send JL relevant plan.**
 - Alpha is delivering 4 sample chairs to the church on Thursday 12th March. **All to go and test them and report back on their choice.**

- d) Cleaning Requirements
 - **JL will draft** an advertisement for a cleaner this week and send to the committee for comment.

6. Lottery

CG tabled the document she had prepared re our 4 stated outcomes and the ways those outcomes will be met as agreed by the Lottery. We will have to monitor them and carry out self-evaluation. Other outcomes are also extremely important and if the stated ones are not being met in the way envisaged we must find other ways of meeting them and consult with the Lottery. As more time was needed to discuss this in detail it was agreed to delay this discussion until the next meeting.

7. Training

Unfortunately the session on Youth training that LB had volunteered to attend is now taking place on a different day and at a different venue. **MM to inform LB on his return.**

8. Policies

DC reported that he is waiting until he has finished his Child Safety training sessions before editing the policy.

9. Any Other Business

- JL reported that the PC has applied for a Pride of Breckland Award which is being presented at a meeting on Saturday 21st March from 10-12am. Villages are encouraged to attend to support the application. Alternatively they can text a vote. **JL to send details of how to text vote.**
- Film equipment funding – the meeting agreed that **DC should sign** the necessary documents on behalf of the Committee.
- DC report that the rateable value of the new building will be £9,500 making it in Band B for the licence. The total cost of the licence and fees is approx. £500 including advertising. **DC will circulate** a draft to the Committee.
- WM asked about the locks on the outside doors of the new building. He would like number coded locks on the external doors and locks on all internal doors. **JMz to check Contract.**
- **NAVH – MM** had received the newsletter electronically and **will circulate to all Committee.**

The meeting closed at 10 pm.

Future Meeting Dates: Some changes were made to the published list of dates for the year as follows:

Original Date	New Date	Reason
23 March	30 th March	JMz and MM away
13 th April	14 th April	PC meeting on 2 nd Monday because of Bank Holiday
27 th April	27 th April	No change.

The 11th and 25th May dates will have to be changed as again the Parish Council will over-ride us because of Bank Holidays!

Next Meeting: 30th March at 7.30 pm at Church View.