

**MINUTES OF A MEETING OF TRUSTEES HELD ON MONDAY 22ND JUNE 2015 AT BAWDESWELL VILLAGE HALL,
AT 7.30 pm**

PRESENT: 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.

IN ATTENDANCE: Roger Fryatt

1. The Vice Chairman welcomed everyone to the meeting thanking those who have been working and providing items to get the new building up and running, saying it has been a sterling effort.

2. **Apologies:** James Lilwall

3. Minutes

Had been circulated, were taken as read and signed by the Acting Chairman.

4. Matters Arising

- List of Donors – **KM working on how best to display.**
- Plaques – MM reported Breckland's is in the post and she is in discussion with Pro Help and Geoffrey Watling. **No news from Garfield Weston, so will chase them.**
- Wall Hanging – MM reported AK would not now prepare a wall hanging as the hessian is not fire retardant and other acoustic suggestions are being researched.
- Little Monkeys equipment **JMa speaking to Justine.**
- Bins for Ladies loos – JMa had provided.
- Car Park – LB had allocated 3 disabled spaces.
- Fire Extinguishers – have been received.
- Baby Changing Table – LB reported there is enough space in the disabled loo and **he will install. A sign will need to be placed on the door.**
- Rota for summer Café Opening – **KM plans to leaflet mothers. JMa will also ask possible helpers.**
- Snag Items – some have been attended to. There are a few more cracks in the plaster. **JMz will press contractors more heavily after tomorrow's meeting.**
- Ecologists – will be undertaking the nocturnal survey in the 3rd week of July.
- Veolia bin – has been replaced. **The key to go in the office.**
- Website Bookings – **JMa to see Gavin Raines this week.**
- Website – any changes to be listed and sent via JL.
- Air Source Heat Pumps – JMz reported he has told Omnis we will not be accepting their quote. He has seen the wooden covers at The Dial House. **JMz will make contact with David Beresford** who may be able to build something similar, when DB returns from holiday.
- Food Registration – KM reported that she had a very good conversation with Breckland Food Hygiene. She had been told that her qualifications are more than those necessary. The regulations have changed and it seems become more stringent. She has a list of things that we have to take on board and the equipment that must be made available. KM will cover for FAB but all other users of the kitchen will have to register with Breckland. **KM to prepare an information sheet for Trustees.**
- CG reported on the subjects covered in the course she and Janet had undertaken on the 20th June, which was level 2 Food Hygiene. The awareness of allergens was covered and the need to be aware of the need to alert customers to ingredients that may cause problems to some.

5. Treasurer's Report

- WM reported that nothing had changed since his last report.
- JMz will press Omnis for their final account once we know Lottery money will be available.

6. Visit of Geoff Slater, Big Lottery

- Operating Manuals were delivered during the meeting. It was agreed they will be kept in the Office.
- JMz went through the list of items required for the meeting tomorrow and all were available.

7. Site Security

- There was discussion on the email from the Chairman of the Parish Council re how to go forward with the security of the site.
- Re locking the gate JMa said we must address the issue of the gate being closed early in the winter when it is dark as this will affect VH users and how this can be achieved, or whether it should be left open permanently. It was agreed that the gate should be locked at night.
- The Trustees recommendation is, as previously suggested by the PC, that they pay someone to check the car park and close the gate each evening at say 10.30 pm. On the occasions when the hall will be used until a later time, users will be given the padlock code. **JMz will respond to DS**
- It was noted that there are 2 more channels on the CCTV that the PC could use to have cameras covering two other directions.

8. Building Cleaning

- JMa reported he has been in attendance with the cleaners each Monday. He had cleaned the windows.
- JMa is concerned that Chris the cleaner, has only invoiced for 3 hours for one person and at the minimum wage and there has always been 2 of them. It was agreed by Trustees that the cleaners be paid £40 per session which is 2.5 hours x 2 people at £8 per person per hour. This to be paid retrospectively.
- DC has donated a Carpet Shampooer which needs low foam shampoo.

9. Any Other Business

- Publicity – JMa is concerned we need to spread our message more widely and should be in free newspapers, Breckland Voice and on websites, etc. We need a Notice in our shop and in other local businesses, etc. It was agreed we need another Trustee who could carry out this role.
- Roger Fryatt asked about the bread baskets they had donated to the kitchen. There were 11 but now there are only 6. No one knew the whereabouts of the other 5.
- DC tabled a copy of the Contract for the new Projector. The Trustees congratulated DC on successfully obtaining the funding.
- DC asked for Tee shirt sizes from those who had not yet replied to his e-mail.
- The kitchen shutter has arrived and a working party will install it starting at 10.00 am on 30th June.
- The Crime Prevention Officer's Report which is being held over for the next meeting – DC is keen that 2 of the suggestions are acted upon immediately. Firstly the lock for the front door. It was agreed by Trustees to change this lock to one that could be locked with a thumb lock on the inside that is suitable for Karin and others with disabilities to open, at a cost of approx. £12-£15 plus the cost of cutting extra keys, approx. 10 or 12 at £3 each. The old lock and keys will be disposed of.
- It was further agreed that the key code lock suggested for the office door (at a cost of approx. £40) be considered sometime in the future when there is more activity at the hall when it could be necessary, and when funds are not so tight.
- The gate post – JMz will speak to the Contractor about moving the post that the gate is attached to when in the open position closer to WM's fence. It was replaced further over to the south after the water and telecommunications channels were dug, narrowing the access space for large lorries delivering to the VH.

The meeting closed at 10.00 pm.

Next Meeting: 7.30 pm on Tuesday 9th July 2015 at Bawdeswell Village Hall.