

**MINUTES OF A MEETING OF TRUSTEES HELD ON MONDAY 10<sup>th</sup> August 2015 AT BAWDESWELL VILLAGE HALL, AT 7.30 pm**

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

**IN ATTENDANCE:** Rob and Rita Edwards and Andrew Toomy

The Chairman welcomed everyone to the meeting.

1. **Apologies:** Carolyn Good and Les Beach.

2. **Minutes**

Had been circulated and were taken as read.

3. **Meeting Structure & Future Governance**

The Chairman reported that he had been considering how best to manage the day to day running of the hall in future. There was some discussion and JMa proposed, and it was agreed by Trustees, that a group of 4 Trustees hold regular meetings to consider the basic requirements and administration of the building. There would be an Agenda but without "Any Other Business" and any decisions would be ratified at Trustees' meetings.

4. **Matters Arising**

- Website – DC is going to have another session with Gavin Raines when convenient.
- Launch Weekend – extremely successful. 276 tickets allocated for the party night. The Chairman thanked everyone for their efforts.
- Premises Licence – the Chairman thanked JMa and WM for attending the Licensing Committee which did grant the Licence. The Trustees are the Licensees and it is their responsibility to ensure everything is done properly. The Licence requires all external doors and windows to be closed while music is being played.
- PRS/PPL Licence – WM awaiting a response.

5. **Future Hall Usage, Lottery Outcomes and Hall Bookings**

- The Hall is being opened during the School Holidays from 2 pm until 4.30 pm and a cafe bar is being run. It is dependent upon volunteers.
- JMa suggests that two regular coffee mornings a month should be run for all ages on a drop in basis. The date not to clash with Foxley.
- JMa also suggested that Bingo could be established regularly in an afternoon. Someone is needed to run it.
- Art Club – there is a possibility of one being established.
- Keep Fit – a second class is beginning on Tuesday evenings.
- Family Discos would be welcomed on a regular basis. FoBS may like to run them.
- Some kind of winter event for the Village and fundraising for the hall was suggested for February.
- Blackheart Band booking made for Sunday 18<sup>th</sup> October on a shared profit basis.
- RNLI function – 14<sup>th</sup> November – they require a stage.
- Boot Fairs could be held regularly.

- Lottery Outcome Youth – MM, JMa and Josie Beach had met with Sarah Coote of Momentum about the support they could provide with this outcome. Each meeting of a youth club requires three adult “staff”. There is a Youth Club bus that visits villages which may be one way we could gain some more exposure and needs investigating and also the Norfolk Youth Award which is something like the Duke of Edinburgh’s award. MM to investigate further.

## 6. Hall Construction

- Snag Lists – JMz reported that all snags to date had more or less been attended to.
- The water unit controlling the back flow for the Bowling Club tap had broken down for the second time and been attended to by the supplier.
- Acoustics – to be installed approx. the last week in August and will take 2-3 days.
- Hot Water – the immersion heater has now been connected which means we now have protection against Legionella bacteria.
- Store Room – doors still to be fixed.
- Air Source Heat Pumps – the housing is now finished and all agreed that it looked good and was a very professional job.

## 7. Finance & Insurance

- WM Tabled Income and Expenditure figures for the New Hall Fund and Hall Income and Expenditure by Month figures. There was some discussion on these figures which indicate an income of at least £500 per month is needed to cover costs.
- New Hall Fund – the contractors’ final account is still awaited. JMz is chasing them weekly.
- Gift Aid - WM reported there is £2,000 to be claimed.
- Fit Out & Launch – the balance will be £2,400 after the furniture for the Committee Room is paid for.

## 8. Hall Development & Management

- a. Bookings Update –
  - Football Club – JMa had not heard from the Club that had shown some interest. He had spoken with the PC and they would make a nominal charge for the field.
  - Weddings – JMa is concerned that our published fees for weddings are too high in comparison with other halls. It was agreed that they should be reduced. **Action: JMa** will prepare a suggested basis and forward it to Trustees.
- b. Furniture
  - Committee Room chairs to be delivered week beginning 24 August.
  - DC tabled details of chairs (costing £109.20 each) 50 of which could be obtained via a grant from the British Film Institute. It was agreed that DC should go ahead and apply for the grant.
  - WM to ask Alpha for samples of chairs appropriate for the hall.
- c. Publicity and Marketing – **MM to ask Pro Help** if there is anyone who might give us some advice. **JL to prepare** an ad for Reeve’s Tale.

9. **Training** - Nothing to report.

## 10. Policies Review

The Premises Age Verification Policy was tabled and signed by the chairman.

## 11. Any Other Business

- Karin is concerned that the kitchen is not being left with things stored correctly. The inspector is due next week. RE is willing to help with kitchen hygiene issues.
- It was agreed that the centre pages of the next Reeve’s Tale will cover the opening weekend. Gavin & Emma will put the information together.
- Information Brochure – JL will speak to Robin Taylor.

- New Cinema Screen – has been installed and DC will tidy up cables tomorrow. The old screen and projector are being returned. The Cinema club has received a loan of £1,000 for the new lens.
- Storage – a strategic approach is needed. **Admin Committee to discuss.**
- DC and JC intend to visit the Barn to ascertain what equipment is still there.
- Bar Equipment – Kenny would like the 3 items currently in the Office to remain there for future events. It was agreed that it should all be removed especially as there are no future events planned. **JL to speak to Kenny.**
- PC Environment Sub-Committee – JL is going to chair in order to develop the outdoor area.
- Trustees agreed that the Cinema Club has an open ended use of the Licence for all its performances.

The meeting closed at 9.45 pm

Next Meeting: Monday 24<sup>th</sup> August 2015 at 7.30 pm, at Bawdeswell Village Hall.