

**MINUTES OF A MEETING OF TRUSTEES HELD ON MONDAY 20TH JULY 2015 AT BAWDESWELL VILLAGE HALL,
AT 7.30 pm**

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

The Chairman welcomed everyone to the meeting.

1. **Apologies:** Carolyn Good.

2. **Minutes**

Had been circulated. There was one amendment - Any Other Business point 5, "WM is concerned that for insurance purposes something, should replace a new umbrella name.....".

Matters Arising

- List of Donors – KM and WM tabled a sample board they had prepared. The Trustees were most impressed and grateful to them. They will go ahead to prepare a version which will be able to be amended again in the near future if necessary.
- Rota for summer Café Opening - KM has spoken to several mothers who all think it is a good idea but no one has yet rung and offered. She will prepare a rota and hope to get some people signed up at the weekend
- Food Registration – documentation has not been received yet.
- Premises Licence – JMa and WM will attend the Hearing on 29th July at 2 pm. JL will drop a note to Gordon Bambridge. A TEN has been obtained for the opening weekend.
- Store Room Window – film to be in place before weekend opening – **KM volunteered** to do as DC short of time.
- Wi-fi – it was agreed WM to set a name and password.

3. **Lottery Outcomes and Hall Bookings**

MM to include the list of Outcomes and how we expect to achieve them as stated in the Business Plan, for next meeting.

4. **Hall Construction**

- Snag Lists – JMz reported there had been two visits by the contractors last week to sort out some items.
- Drainage – there had been a problem with a back-up and overflow in the Changing Rooms which is being attended to by the Contractors tomorrow. There is also one loo out of action in the Ladies, which has also been reported to them.
- Light Bulb Main Hall – the electricians have been notified about changing this.
- Acoustics – JMz reported that two quotes had now been received. It was agreed to accept the quote from Great Yarmouth Ceilings for a sum of £4,424 plus VAT. A villager has very generously offered an interest free loan to cover the cost. JL proposed and DC seconded that we accept this offer. **JMz to confirm order.**
- Air Source Heat Pump Protection – It was agreed to go ahead with the boxing in of the pumps as per the drawing and quote from David Beresford at a cost of £520.

5. **Finance & Insurance**

- WM reported that there was no significant change in the figures from the last meeting.
- Invoices are being sent to all users monthly.

- There was discussion on WM's paper re insurance of activities sponsored by the VH which was approved by all trustees. WM will prepare a covering letter and send it to all users for their acceptance.

6. New Hall Development & Management

- a. Bookings Update –
 - Football Club – JMa had shown around a Club who seemed very keen although he is not sure they will take it up or not. They would be interested in the Changing Rooms and Reception Area. The trustees agreed a charge of £25 per game should be made. **JMz to speak to PC** re whether there will be an additional charge for using the field.
 - JMa has also heard from someone wanting to run a Keep Fit class for men one evening.
 - There has been another party booking.
- b. Website – **JL to follow up** website Snag list with Gavin Raines.
- c. Launch Weekend, etc.
 - JL reported the "Slaves" day had gone ahead, had been well attended and thanks were due to all who participated.
 - The final recycling bin has to be moved and PL will undertake this on Friday if it hasn't happened.
 - The latest planning meeting had gone well and JL went through all the activities over the 2 days.
 - Press Releases have all gone out. Every house in the village has been leafleted.
 - Two pots for donations will be in the hall
 - If time allows, **JMz** will put up some pictures and plans in the Activities Room. JL suggested he use the display screens from the Church.
 - **WM** will provide a TV linked to his tablet to show the website.
- d. Furniture – The tables and chairs have been ordered and the fabric, "Raspberry" chosen. It was agreed to order tables with chrome legs at an extra cost of £40 as the tables and chairs already purchased are chrome.
- e. Publicity/Marketing

JL did not prepare an Advertisement for Reeve's Tale. He is hoping a lot will be achieved this weekend and that someone may come forward.

7. **Training** - Nothing to report.

8. Policies Review

To be covered at next meeting.

9. Any Other Business

- MM reported that the BAT survey was not going to take place this evening but if okay it would take place tomorrow evening. It was agreed tomorrow would be okay and that the gate will be left open and the combination number be given to the Ecologist.
- DC said a PRS Licence must be applied for. This was agreed. **WM agreed** to apply.
- New Cinema Screen – has been received and has to be professionally installed.
- The new Projector has also arrived but the lens may need to be changed. DC is seeking advice and funding.
- JMa has sourced the proper pH neutral cleaner for the floor and has bought a mop and 3 cans of cleaner.
- WM has provided a phone and put it in the office. It was agreed that it should be kept there. The number is 01362 686 840.
- Breckland's Summer Activities for children – **JMa to contact Breckland** to see if they will run them this summer.
- KM is going to clean the kitchen floor.
- LB is having a knee operation and will be out of action from the 29th July for several weeks. The trustees wished him well.

The meeting closed at 9.00 pm.

Next Meeting: 7.30 pm on Monday 10th August 2015 at Bawdeswell Village Hall.