

MINUTES OF A MEETING OF TRUSTEES HELD ON TUESDAY 7TH 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), Carolyn Good (CG), John Mallen (JMa), Karin Mason (KM) Marietta Menzies (MM) Secretary.

The Chairman welcomed everyone to the meeting saying there was a long agenda and he was going to push the meeting forward.

1. **Apologies:** There was none.

2. Minutes

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

Matters Arising

- List of Donors – KM suggested creating a book listing all donors. JL would prefer a plaque or something visual that would be more appropriate and lasting. **KM to re-design.**
- WM needs to know the first names of people on the list and asked Trustees to check the list and give him details of names. **Action: All**
- Little Monkeys equipment - JMa had spoken to Justine and their equipment was organised at the moment.
- Baby Changing Table – LB has put it up in the disabled loo.
- Rota for summer Café Opening which it is hoped to run from Monday 27th July for 5 weeks – **KM will leaflet mothers at school on Friday. JMa also asking possible helpers.**
- Ecologists – will be undertaking the nocturnal survey in Monday 20th July. They will be asked to close the gate and spin the lock.
- Air Source Heat Pumps – JMz and David Beresford had talked about what might be possible and DB is preparing a drawing. **JMz to follow-up..**
- Food Registration – **KM reported that it** is in the post and she will précis it and send to Trustees.

3. Lottery Outcomes

- Countrysiders is coming back in September on alternate Wednesday evenings. This will help with the Outcome of activities for young people but doesn't fit the criteria of a new activity.
- The School Race Night – some evidence for the outcome for families and community events.
- Birthday party bookings – evidence of meeting needs of beneficiaries.

4. Hall Construction

- JMz reported that he is pushing the contractors to get on with the two snag lists. Omnis had done several items this morning and he had gone through those outstanding with them.
- Acoustics – JMz reported that Sarah Dawson of Ecophon, the manufacturer of acoustic panels, had visited on Monday 29th June. Trevor Smith, who has knowledge of the subject met with her too and a vote of thanks was made to him for his expert help. She went through her findings of what was needed based on the photo and measurements she had been sent. To achieve a reverberation time of 1.42 seconds (average is 1.73 seconds) we

need 65 sq. metres of Ecophon Akuston wall A super G 40 mm. this equates to 20 panels and they are supplied in packs of 4, so we need 5 packs. She gave us the name of 2 accredited suppliers and SCL Interiors of Downham Market visited on Wednesday 1st July and have since provided a quote of £4,800 plus VAT, total £5,760 to supply and install. Great Yarmouth Ceilings visited today and we should have their quote on Friday 10th July. The advice is that panels need to be placed on 3 walls to overcome the echo.

- The Trustees agreed on the 3 colours – Seasalt, Grey and Rhubarb. The order would be for 2 each x boxes of Seasalt and Grey and 1 of Rhubarb.
- JMz gave the CD containing maintenance manuals to WM to copy and pass on to all Trustees to copy.
- JMz is pushing hard to reach agreement on the final account since the Lottery visit, which should take 3-4 weeks. Omnis will put a figure on all the architect's instructions and send it to Chaplin Farrant to agree and then it will be sent to us.

5. Finance & Insurance

WM tabled four documents:

- The Income and Expenditure Statement showing a trading deficit of £2,341. This is expected to improve as the year goes as there have been several start up costs.
- An Income Estimate for First Year showing an annual income of £8,672. WM will update this document from time to time.
- New Hall Fund showing a balance still outstanding from the Lottery of £29,000, £16,000 of which is the retention to be held for another year. WM had just received £36,000 from the Lottery for invoices already paid by us for architects and consultants. The worst case scenario is for a deficit of from approx. £5,000 to £15,572.
- Fit-Out and Launch spreadsheet showing a total of £7,385.
- WM has two bills to pay – Chaplin Farrant approx. £2,000, Example Marketing £1,000. It was agreed they should be paid.

6. New Hall Development & Management

- a. Storage Policy – It was agreed that anyone wanting to store anything at the hall must obtain permission from the Trustees. It was further agreed that
 - The filing cabinet and metal cupboard should go into the Office.
 - The trolley in the kitchen is to be stored when not in use in the Store Room.WM believes all chairs should be stored in the Store Room. JMa and LB will see if this can be achieved.
- b. Security - JL on behalf of the PC is going to ask a villager to open and close the gate on payment of a retention. The PC wishes to prohibit access to cars over night but recognises it cannot do anything else but keep security of the field under review.
- c. Website
 - JMa has seen Gavin Raines and has learnt that regular bookings will have to be added to the website individually, which is going to be very time consuming. Bookings will be made hourly not half hourly.
 - DC has been putting more information onto the website.
 - A PC is to be made available at the hall for the Launch weekend to show the website.
 - Gavin to be asked to change the picture on the website to the one used on the front of the July Reeve's Tale.
- d. Launch Weekend, etc.
 - Next planning coffee morning to be held on 18th July.
 - Invited Guests – to use Activities Room.
 - An Mp3 system to be available for School use on Tuesday afternoon 21st July.

- e. Furniture – It was agreed to order from Alpha 12 chairs with arms as sample already seen in the reddish colour which is seen as our corporate colour, and 4 tables sized 1300 x 650.
- f. Publicity/Marketing
JL to prepare an Advertisement for Reeve’s Tale and DC will do something similar for website.

7. Training

MM reported there are courses planned for First Aid training. Some Trustees felt this didn’t affect them/us and it was up to users to organise and undertake any necessary training. WM felt these courses if undertaken should be done so at their own cost.

8. Policies Review

- Held over for a future meeting.

9. Any Other Business

- Premises Licence – DC reported that he had just heard the Licence has been granted and pointed out that Trustees are jointly responsible for alcohol sold.
- Cleaning – JMa reported that Chris and Mary are working very well and that he is also doing 2 or 3 hours a week himself. CG offered to help and JMa is to let her know when he next intends to be at the hall.
- It was agreed that no alcohol will be stored in the building and that no film will be put on the office window. It was further agreed to buy a roller blind for the office window.
- A notice is needed re DC being the Children and Vulnerable Adult Officer.
- WM is concerned that for insurance purposes something is needed to replace BAG which has now evolved into a group for children only. **Trustees to consider and discuss at next meeting.**
- LB – re hot water – it needs to be put on the “normal” setting. JMz has made this change.

The meeting closed at 10.00 pm.

Next Meeting: 7.30 pm on Monday 20th July 2015 at Bawdeswell Village Hall.