

**MINUTES OF A MEETING OF TRUSTEES HELD ON MONDAY 24<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), Carolyn Good (CG) John Mallen (JMa), Marietta Menzies (MM) Secretary.

**IN ATTENDANCE:** Rob (RE) and Rita Edwards (RiE)

The Chairman welcomed everyone to the meeting.

1. **Apologies:** Les Beach and Karin Mason.

2. **Minutes of the last meeting**

Had been circulated and were taken as read. One amendment was made to Matters Arising regarding the Premises Licence and PRS/PPL.

3. **Matters Arising**

- Black Heart Band – JMa reported they are sending publicity and tickets to be sold.
- Momentum – MM reported there had been no feedback on the youth bus to date.
- Wedding and full day events charges – it was agreed that the charge will be £300 for the building for 12 hours and £30 per hour for any subsequent hours. A refundable deposit of £100 paid 6 months in advance would be required against damage or disturbance. A £50 charge would be made for cleaning unless the hirers did it themselves. **Action: DC to contact Example re the package rate.**
- Kitchen – RE reported that the kitchen had received a 5 star rating. A fly screen is needed for the window and WM is procuring one. The walls should be painted with washable paint before the inspection next year. This will be done when the Contractors return in 6-12 months to fix settlement cracks, etc. The Reception coffee bar has to be registered. Homemade cakes cannot be sold and all ingredients need to be listed. Only food prepared and cooked in the VH kitchen can be sold. If prepared in a home kitchen, the kitchen would have to be checked first. It was agreed that we should check out some fully compliant caterers in order to prepare a list of Preferred Caterers to recommend to future hirers. WM reported on KM's behalf that a fridge thermometer had been ordered.
- COSHH – RE volunteered to undertake the necessary survey. Secure storage is necessary.
- Reeve's Tale – JL has prepared a general thank you to all who helped with the Opening weekend. The centre pages will cover the opening. **MM to provide** information she has and **JL to provide** a copy of his speech. **DC to provide** photographs.
- VH Brochure – **DC to provide** some high resolution photographs.
- Pub Equipment – JL has spoken to Kenny about moving this from the office.
- Cinema Screen – DC has tidied up cables and painted the wall. The new lens is in place. BFI have advertised the old screen.

- Barn – DC had visited the barn to clear it and some items are being stored and others advertised on freegle. What to do with the Cricket nets and balls to be raised at next PC meeting. **Action Councillors.**

#### 4. Future Hall Usage, Lottery Outcomes and Hall Bookings

- Café – the afternoon openings have been a big hit with the community due mainly to JMa's commitment and generosity. It has made families using the field during the school holidays familiar with the building. There have been some new volunteers and some children have enjoyed being able to play indoor games. It was agreed that there should always be 2 volunteers running the café and outside advertised times the public should only be allowed in to use the toilets. *It was agreed that the café would pay a rental charge of £5 per day.*
- Hub Coffee Mornings – it is hoped to be able to run these one morning a week starting in October for all age groups. FAB to seek feedback from their members on what else they might like.
- Games Afternoons – Roger Fryatt is planning that on Saturday afternoons when the Activities' room is available a variety of board games could be offered for families.
- Fighting Fit (Boxercise) – Malcolm Jolly is planning to start this for 13+ year olds on Thursdays evenings from the 27<sup>th</sup> August at a reduced rental to gauge support in the first instance.
- Bingo – RE and RiE know someone that may be interested in running Bingo and will speak to him.
- Football – one of the Swanton Morley teams wants to play here on Sunday mornings Dave the postman is the contact. The PC is going to charge £1 for the use of the field. There was discussion on what charge to make for the use of the Changing Rooms. It was agreed that JMa should negotiate with Dave a figure close to £25 which would include the £1 for the field.
- Lottery Specific Outcomes – CG tabled a document she had drafted showing the stated outcomes and how we had envisaged they would be met. Her main concern is with Outcome 1, Indicator 3. CG will update this document each month and send it out prior to the meeting.

#### 5. Hall Construction

- Acoustics – the panels are to be installed on the 3<sup>rd</sup> and 4<sup>th</sup> September.
- Final Account – JMz has been pressing Chaplin Farrant in order that their QS is on side and had also spoken with Omnis who apologised for the delay and said it was due to the rush work they were doing in schools and at the UEA during the holidays.
- Hall Sub-Committee – the first meeting is schedule for 2pm on the 31<sup>st</sup> August.

#### 6. Finance & Insurance

- WM reported there are no changes to the overall project figures since the last meeting.
- WM went through the Hall Income & Expenditure by month statement showing a net income for August of £71.10 and a Full Year 1 net income of £8,453.
- WM went through the Income and Expenses statement for BAG and the Café. It was agreed that the BAG funds will be used for Kids Club and the Youth Club.

- Rock at the Rec – it was decided to hold that balance for a further year in case it is reinstated next year.
- There was discussion on whether all use of the hall, including Trustees meetings, the café etc. should be charged rent. It was agreed that the café would not be charged as it was being run as an introduction to the new building to encourage future usage, but a contra entries would be made for trustees meetings. WM had shown the opening weekend cost of £720 in Trading Income and as a contra as BVH Usage.
- It was agreed that the donations made to the café should go into general funds

## **7. Hall Development & Management**

- a. Furniture
  - Committee Room chairs had been received and users think they are a great improvement.
  - The new tables are due on the 27<sup>th</sup> August.
  - WM has asked Alpha for samples of 4 chairs which should be received next week.
  - DC reported that he had submitted the BFI grant application.
- b. Publicity and Marketing –
  - JL has prepared an ad for the next Reeve's Tale for someone with the necessary skills.
  - MM is awaiting a response from Pro Help.

8. **Training** - Nothing to report.

9. **Policies Review** - None this month.

## **10. Any Other Business**

- PRS and PP Licences will cost 1% of income, £46.50 x 2 +VAT = £111.60. It was agreed that WM should go ahead and apply for them.
- JMa is concerned the carpet in reception is getting very dirty because of the state of the car park. He will shampoo it when convenient. It was suggested that a heavy duty mat could be provided outside.
- DC reported that the projector is now in place and all other work has been done.
- DC proposed and JMz seconded that RE and RiE be co-opted as Trustees. They agreed and were welcomed by all Trustees.
- MM reported that she had received a completed "Activities Sponsored by the Village Hall" form from the Jaycee Bridge Club, dated 23 August 2015.

The meeting closed at 9.45 pm

Next Meeting: Monday 21st September 2015 at 7.30 pm, at Bawdeswell Village Hall.