

**MINUTES OF A MEETING OF TRUSTEES HELD ON MONDAY 12th OCTOBER 2015 AT BAWDESWELL VILLAGE HALL, AT 7.30 pm**

**PRESENT:** James Lilwall (JL) Chairman, John Menzies (JMz) Vice Chairman, Les Beach (LB), David Cockburn (DC), Rob Edwards (RE), Rita Edwards (RiE), Carolyn Good (CG) John Mallen (JMa), Marietta Menzies (MM) Secretary.

**Apologies:** William Mason (WM)

The Chairman welcomed everyone to the meeting.

**1. Minutes of the last meeting 21<sup>st</sup> September 2015**

Had been circulated and were taken as read.

**Matters Arising**

- JL had written to Karin Mason
- Black Heart Band – Kenny is running the bar with the proviso that all his equipment is removed afterwards. He is also selling tickets. Timing is 7.30 for 8.00 pm. JMa will open up for them, Roger Fryatt will be on the door and RE will look after the money.
- Publicity –Naked Marketing – JL has been in touch with them about mentoring someone. RiE is willing to look into taking on the role. She and JL to get together.
- VH Brochure – it was reported that they have been well received. To be stored in the office. Roger Fryatt has circulated some to various businesses.
- Hub Café – CG suggested that a coupon for a coffee be put in the Reeve's Tale.
- Reception Carpet – agreed carpet protection needed. **Action: JL to get a sample.**
- PRS/PP – WM applying for them.
- Website – JL has spoken to Example Marketing re making bookings easier.
- Storage – racking has been installed in the Store Room and is in progress in the hall cupboard. It was agreed to speak to Little Monkeys about the amount of stuff they keep. **Action: The sub-group to think about further storage at their next meeting.**
- Notice Board – still outstanding for statutory documents.
- Chairs – everyone to test the samples and report to WM. **Action: All**
- NHS Joy of Food – CG to contact for more information.
- Bingo – JM reported that Bill and Jackie Cunliff are willing to organise it once a month and are going to speak to Frank.

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

- Friends of Bawdeswell School – are keen to run a family bingo. R. Fryatt has become Chairman of the FoBS.
- Ploughing Day – Tony Hood is keen to arrange next year in support of the hall.
- Pilates – a prospective teacher is coming to look around next week.
- There are more children's party bookings.
- Art Club – is likely to be run on alternate Wednesdays.
- Table Tennis is going to move to another venue.
- Lottery Outcomes – CG will update for the next meeting. **Action: CG**

### 3. Hall Construction

JMz reported that –

- The contractors are coming in for 3 days to fix cracks etc.
- Final Account – a figure has been put to the contractor and negotiations will continue.

### 4. Sub Group Update

- Need to fix another meeting. **Action: JMa**
- Food Hygiene Sticker – **Action:** RE to contact Breckland.

### 5. Finance & Insurance

In WM's absence trustees looked at the document he had circulated and were encouraged by the black figures for July, August and September.

### 6. Hall Development & Management

Bookings and Publicity – covered above.

### 7. Training

In house training is needed re fire alarm, etc. **Action:** JMz to fix a date.

### 8. Policies Review

Data Protection – the current policy was gone through. JMa collects the necessary data from those making bookings. All trustees have some information on their PCs that are password protected. It was agreed to continue with the current policy only amending the logo and format.

### 9. Any Other Business

- Environs – an open meeting is to be held on Monday 19<sup>th</sup> October to work out a plan for the car park, driveway area.
- JL has written thanking Gavin and Emma re the opening event coverage in the Reeve's Tale.
- Youth Activities – need addressing.
- The Rateable Value Notice had been received. **JMz to check it**
- Old Village Sign – **JL to pursue.**
- Bookcase for books to swap – it was agreed to try this out particularly as the phone box is out of commission at the moment. **JMz offered a bookcase** and it was agreed it could be placed in the foyer.
- Cinema Club – DC plans to upgrade to surround sound which will need two more speakers which the Club is providing from its own funds. They also require an amplifier, and a decoder.
- DC is happy for any hall user to use the equipment in the Cinema Cupboard.
- Loop system – DC proposes to run the wire around the hall on top of the acoustic panels. A decision needs to be made as to where the microphone should be placed. There is a portable loop system for face to face meetings in the Office.

The meeting closed at 9.20 pm

Next Meeting: Monday 9<sup>th</sup> November 2015 at 7.30 pm, at Bawdeswell Village Hall.