

**MINUTES OF A MEETING OF TRUSTEES HELD ON MONDAY 21st September 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), Carolyn Good (CG) John Mallen (JMa), Marietta Menzies (MM) Secretary.

Apologies: David Cockburn (DC), Rob Edwards (RE) and Rita Edwards (RiE)

The Chairman welcomed everyone to the meeting including Frank Moore who had come to talk about possible Bingo nights in the future, and especially Les who is now recovered from his recent surgery.

In order not to waste Frank's time the Chairman asked that he go through the procedure for running Bingo evenings first: Three helpers will be needed to support Frank. Books of tickets will need to be purchased together with 20 prizes for each evening as well as 3 cash prizes. It was agreed that it should be run on the last Friday night of the month starting in January; that it will be advertised beforehand and the necessary books will be purchased in advance at a cost of approx. £30, Frank is willing to order them. Someone is needed to organise it and report to the Trustees and Frank is happy for any profits made to be donated to BVH. **Needed:** A volunteer to administer the setting up. Frank left the meeting at 7.50 pm.

The Chairman went on to report that Karin Mason has resigned from the Trustees. The Trustees are grateful for all she has done in the past especially for getting the kitchen up and running. The chairman to write on behalf of all trustees. **Action:** JL

1. Minutes of the last meeting

Had been circulated and were taken as read. One amendment was made to item 4 Café: "It was agreed that the café would pay a rental charge of £5 per day."

2. Matters Arising

- Black Heart Band – we need to drive ticket sales and keep publicity up. It was agreed that Kenny should run a bar. It was further agreed that only bottled or can beer will be sold and the draught beer equipment should be removed from the office immediately. The other equipment to stay until after the 18th October. **Action:** JL.
- COSHH – RE to report at next meeting.
- Publicity – an advertisement for a volunteer has gone into the Reeve's Tale, Pro Help has given us an introduction to Naked Marketing. **Action:** JL to contact them.
- VH Brochure – JL tabled copies of the brochure for everyone to take and leave in appropriate venues.

- Cricket Nets – the question was asked at the PC whether there was room in the football tin shed for them. It was thought there would be space.
- Hub Café – to be held in Reception on Tuesday mornings weekly from 6th October. Posters and handouts are being prepared advertising the use of wifi. A rota is being established. Rent will be £5 a session. WM reported that KM has colouring books and pencils and if anyone wants to have them for use by children they should speak to KM.
- Fighting Fit/Boxercise – numbers are slowly increasing.
- Kettle Bell Exercise – proving very popular, on the first night the first class had 29, and second 21 attendees.
- Reception Carpet – agreed carpet protection needed. **Action: JL to get a sample.**
- Acoustics – everyone very happy with the reduced echo sound and the look of the panels.
- PRS/PP – WM applying for them.
- Website – JL grateful to DC for keeping it up to date. JMa feels the booking part of the website is not customer friendly; it doesn't allow for discounts etc. **Action: JL to speak to GR.**

3. Future Hall Usage, Lottery Outcomes and Hall Bookings

- JMa reported he is now booking Saturdays in January. He believes we have exhausted the Keep Fit market.
- CG went through the Lottery Outcomes document she had circulated and agreed to add a further column showing numbers.
- WM felt we had lost goodwill with the school and its use of the kitchen. There was discussion on the usage and cleaning of the kitchen. **JL to speak to RE and ask him to speak to KM.**

4. Hall Construction

JMz reported that -

- He is frustrated with the contractors for not getting on with the final account and has given them a deadline of Friday 25th for a draft account.
- He has photographed the cracks and sent them to Chaplin Farrant for consideration by their structural engineer.
- Back door to bowling green – needs attention as the frame is distorted.

5. VH Operations Sub Group Update

- Storage - JMz had received a quote of £260 for racking in Store Room and £155 for shelving in main hall cupboard. It was agreed to go ahead with this expenditure. **Action: JMz**
- Lockers - DC had circulated details.
- Notice Board – it was agreed to purchase another notice board for statutory information at a cost of £100. **Action: WM.**

6. Finance & Insurance

- WM tabled an Income and Expenditure statement. He had undertaken the gift aid tax claim up to the end of August which changes the final deficit total to £13,737. There is £2,351 available in the fit out and launch account and it was agreed the £515 expenditure agreed under Operations sub group above, would be debited to this account.
- WM also tabled a Hall Income & Expenditure by month statement showing that the net income for September was £119.56 and a forecasted full year 1 net income of £8,453.

7. Hall Development & Management

Furniture

- Chairs – 4 sample chairs are in the Activities Room; trustees to test and report on preference. **Action: All**

8. Training - Nothing to report.

9. Policies Review

None this month but must catch up next month. **Action: MM**

10. Any Other Business

- JL is chairing an Open Meeting on behalf of the PC at 7.30 p.m. on Monday 19th October to focus on the environs in the Activities' Room at 7.30 pm.
- MM reported she had received the final documentation regarding the Bat Licence and Torc's invoice.
- CG had received details of an NHS Joy of Food initiative which plans to deliver food skills and food preparation to the community.
- Christmas - It was agreed that we would not run a children's party this year but we will have a Christmas tree in the building.

The meeting closed at 9.45 pm

Next Meeting: Monday 12th October 2015 at 7.30 pm, at Bawdeswell Village Hall.