

Minutes of **Nanstallon Community Trust Meeting** held on 4th September 2023

1. Apologies - Linda, Mick, Marc

2. Minutes of meeting held on 7th August 2023 approved [proposed Fay, Seconded Wendy]

3. Chair, Helen thanked everyone for all their hard work, and looked forward to completion of Chapel purchase.

4. Matters Arising Updates

Purchase - Brian the Solicitor has now received answers to our queries, but they contained little detailed information. The Methodists have been chasing on their 8 week timescale but our solicitor has pointed out that they are the ones holding things up. Contract will be signed on the Trust's behalf by Helen, Sheila, Brian, at which stage we will set a completion date.

Grants- Lanivet United Charities Grant / Parish Council. LUC Kath sorting out details, monies available within 2-3days notice. Parish Council grant funding already transferred to our account.

First Aid - Sylvia indicated that only requirement is for us to have a first aid box in the Hall, and a designated person with responsibility for its upkeep. Training could be provided by Sylvia's daughter a qualified nurse if required.

Safeguarding Policy. Sheila has circulated a draft safeguarding policy. With no queries the policy was adopted. proposed Helen, seconded Carol.

It was agreed that the policy would be posted on our webpage. **Action Adam.**

Other Policies .

Data protection, Sheila agreed to write a draft document. **Action Sheila.**

Fire procedure, Health and safety, Food hygiene would be addressed when we own the Hall.

Historical information - Sheila had spoken with Joy who does have some documents, she indicated she would appreciate help in sorting through them. Sheila is awaiting a call from Joy to arrange time. It also seems that Beryl did have more documents relating to the Chapel, but as Ashley indicated that none at her house we presume her solicitor has possession of them. It was agreed to try and track them down. **Action Carol.**

5. Finance - Sheila.

Pledged funds all received. Grants, Parish Council grant deposited.

Bank accounts - new business account now open. All monies being deposited ready for purchase.

Funds held sufficient, but some costs unknown at present. Insurance could be paid monthly to spread outlay.

JustGiving - **Adam**- amount still the same, need to continue to recirculate and push for more donations.

6. Purchase Completion- Date

Our solicitor is awaiting the necessary documents, which are expected any day.

Buildings insurance cover must be in place at time of completion.

Action Linda

Discussion on key holding, bookings, emergency contact person[s]

Official opening. Celeb ? Joy.

Utilities, Council tax. It appears that Electricity and water remain connected at meter and stopcock. Sheila on the case.

7. Other Grant applications.

COF- Gov Community Ownership Fund grant applied for rolling programme awaiting decision.

CLUP - Cornwall CC expression of interest submitted. Brian reported that queries have been raised and needs to speak with the support Officer.

Brian also raised the issue of costing application bids as the works required to be funded have not been agreed. It was discussed and agreed that the draft layout provided by our Architect was a reasonable proposal and could be used to base draft costings.

Sheila has identified a booklet which sets out details and requirements for running a Community hall. To be circulated to all trustees.

Action Brian

8. Social Events Fundraising. -

Quiz organised and ready to go, need to push to sell additional tables.

Tea rooms end of year fund raiser to be on Sunday 29th October, poster done.

2024 Calendar ready to go, 150 to be printed. Notelets to be reviewed.

Suggested that when hall acquired we have an open coffee morning in October to attract support and involvement in providing skills and offers of help. With an official opening Nov/ Dec.

9. Any other Business

Sheila indicated that she has been in contact with a group saving Methodist Chapel contents as much is being lost with the closure of Chapels. They are very interested in the Organ and would like to have a look at it as soon as we have access possession. Sheila to follow up.

Date of next meeting . 2nd October 2023

The meeting closed at 8:30pm