

Minutes of **Nanstallon Community Trust Meeting** held on 2nd October 2023

1. Apologies - Adam, Kath

2. Minutes of meeting held on 4th September 2023 approved [proposed Sheila, Seconded Fay]

3. Chair, Helen, reported the GOOD NEWS, that following receipt of the purchase contract Herself, Brian and Sheila had signed them ready to pass to our Solicitor.

It was discussed and agreed that the preferred completion date should be on or as soon after 26th October 2023. Brian to discuss with the solicitor. **Action Brian.**

Helen thanked everyone for the Quiz evening.

4. Matters Arising

Purchase - Brian

Grants- Lanivet United Charities Grant, Kath sorting out details, monies available within 2-3 days notice. Meeting being held tonight to sign off the condition document.

Kath reported on her return from the LUC Meeting - that the document has been agreed and passed to their solicitor, and we should receive it in the next few days.

5. Finance - Sheila.

Total funding pledged will fund the purchase of the Chapel but will leave little in reserve. Indicated that we need to agree an end of year date for our financial audit. It was agreed that our end of year would be 31st October.

It was also agreed that our AGM would be held on 8th January 2024, and on the 2nd Monday in January in future years.

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

6. Purchase Completion- actions

Lanivet United Charities grant would be paid within 3 days of request.

Buildings Contents Public liability insurance cover must be in place at time of completion. Linda has obtained competitive quotes which were reasonable. It was agreed to use our existing insurer initially until renewal date and then obtain firm quotes. **Action Linda**

Fire audit required as well as occupancy limit. Sheila to arrange. **Action Sheila**

Discussion on official key holders. The Booking Secretary agreed, suggested all trustees. Need to agree at next meeting.

Booking Secretary, an important position and could be anyone within the village, Fay suggested Martin B this was agreed, Brian to discuss this with him **Action Brian.**

Utilities etc all ready to go when we have completion date including reading of meters.

Action Sheila

Cleaning. Initial clean required to allow use asap. Fay offered products.

Suggested working party to carry out a clean and undertake minor repairs. As soon as possible.

Electrical test and PAT testing required, Brian will arrange.

Action Brian

Security, it was agreed that the locks will need to be changed as we don't know who has keys. Fay suggested Beacon Locksmiths.

Action Fay

Removal of organ, contact has been made with someone who will inspect and comment. Sylvia has spoken to Gary at Rescorla. Need to identify if it has any value.

Inventory needed of the contents existing and items we have stored. This can be arranged once we have access.

Action Brian

Name sign. The provision of a name sign to be sited on the gable above the front door, was discussed and it was agreed to obtain costings.

Action Sheila/

Sylvia

Food Hygiene, Carol indicated the need for a level 2 certificate, agreed she would apply.

Action Carol.

Booking form/Conditions. It was agreed to try and simplify them.

Hire fees - research undertaken indicated that local Halls charge £10/hr. Agreed to trial initially but need to be flexible. Need to review when we know our running costs.

7. Other Grant applications.

COF- Gov Community Ownership Fund grant applied for refused but another bidding round in December.

CLUP - Cornwall CC expression of interest submitted. Brian reported that he is in discussion with the CLUP liaison officer and bid is still in process.

Action Brian

Marc highlighted other prospective sources of grants which we can submit bids.

Action Marc

Brian also raised the issue of costing application bids as the works required to be funded had not been agreed. Both of Purl design proposals were circulated and the majority favoured the layout with the Kitchen set behind the toilet.

Sheila circulated a list of things we need to do. In order to spread the work load it would be helpful if everyone could help.

Action All

8. Social Events Fundraising. -

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 for Christmas.

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

9. Any other Business

The colour was chosen for the painting of the Front and rear doors.

Brian would investigate the use of the Hall for Polling. Wendy forwarded an email referring to a review and consultation of polling stations.

Date of next meeting . 6th November 2023

The meeting closed at 8:50pm