

Minutes of **Nanstallon Community Trust Meeting** held on 6th November 2023

1. Apologies - Marc

2. Minutes of meeting 2nd October 2023 approved [proposed Sheila, seconded Wendy]

3. Chair, Helen, Welcomed Martin to the meeting and for agreeing to be the Bookings Officer, and thanked Kath and everyone for the successful Tea Room coffee morning.

4. Matters Arising

Purchase - Brian updated that The LUC grant/loan Agreement had an error as well as some contentious issues. Our solicitor is contacting their solicitor to sort out the issues. The document is not what we expected in that it sets certain requirements and conditions that will need LUC consent. Kath confirmed that it is to note their intention to set these restrictions.

Once we receive the corrected documents it was agreed that we should accept and sign in order to access the funding which should be available within 3 days of approval.

A completion date for the purchase can then be set.

Booking Officer - Martin. Bookings can be taken as soon as we have a completion date allowing time for a thorough clean and tidy up of the Hall.

Booking process. The booking form and conditions are in draft form and require finalising. Various issues around charging were discussed and these will be included in the draft documentation and circulated **Action Linda, Brian**

A final draft will be circulated for comments/approval.

Once agreed the booking form and conditions will be added to our web page and will be linked directly to Martin for processing. **Action Adam**

Polling Station - Brian reported that the Electoral Service are happy to use the Hall for a polling station subject to DDA compliant access. The booking document can be completed and returned as soon as we have ownership.

The fee was discussed and it was agreed that we should charge £270 as this would cover the 3 days access/use needed and utility costs and DDA access provision.

DDA access, in order to provide suitable access, we will need to install temporary access ramps. Fay indicated that these may be available at St Blazey reuse and recycle and would investigate. **Action Fay**

5. Finance - Sheila Reported that all monies required for the purchase with the exception of the LUC grant are now held in our account. The account balance over the purchase cost is positive but we will need to continue fund raising to support running costs.

The private loan repayment agreement has been agreed and signed .

Auditing of end of years accounts, Sheila indicated we need an accountant and Fay agreed to ask her accountant. **Action Fay**

JustGiving - **Adam.** amount still the same, the period has been extended.

All - need to continue to recirculate and push for more donations.

Action All

6. Purchase Completion- actions/tasks

Completion date. The Email authorisation for Sheila, Helen and Brian to agree the completion date and sign off the LUC grant documents was confirmed.

Linda confirmed that all necessary insurance would be in place. Quotes received, some clarification on the scope of our public liability still needs to be clarified. **Action Linda**

Keys, it was agreed that we should have a key safe near the entrance door. Martin offered to supply.

Official key holders Carol, Fay, and Martin. Also others to be agreed.

In order to cover opening up, checking and locking up it was suggested we have a rota.

Utilities - electric supplier currently with Scottish power.

Cleaning - it was agreed that the Hall will require occasional deep cleans but intermittent regular cleaning could be done on a rota basis.

To avoid commercial rubbish charges it was agreed that All users would be required to remove any rubbish. Any remaining rubbish would be added to domestic collections.

Hall occupancy/ fire protection. Sheila has obtained a quote of £100 for fire safety inspection and report. It was agreed that this was required and that we would accept the quote once we have ownership. **Action Sheila**

New Signage. It was agreed that the new name sign to be sighted above the main entrance door would read **VILLAGE HALL**. Sheila agreed to obtain a quote.

Action Sheila

When funding available the notice board would have a sign with our logo and Nanstallon Community Trust. Sheila has a yellow banner ready to place out side the Hall.

Painting of doors - Malcom, and others to organise.

Action Malcolm

Inventory, an updated inventory of furniture and equipment has already been circulated. This will be updated once we have ownership. **Action Brian**

Sale of surplus items. To be identified.

7. Other Grant applications.

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, awaiting approval to bid. Highlighted that we will be unable to bid for any works carried out or funded by others. The CLUP liaison officer will assist us in completing the grant application.

Action Brian

Marc - Awards for all applications pending new round of bidding on 15th Nov [£20k]

Morrisons - awaiting contact applications up to [£10k]

ASDA - contact made with Jackie Lavender, applications [£25k] reopen in 2024. They would be happy to supply prizes for raffles, party goods, etc

Suggested options for bids external toilet, solar panels, heating.

Action Marc

8. Social Events Fundraising. -

Christmas Quiz agreed to keep date Friday 8th December. Initially to book School Hall subject to us not having ownership of the Chapel. **Action Sue**

Any drinks/ nibbles to be listed and sent to Marc to ask ASDA if they can provide.

Need to identify a future fund raising events programme. Social fund raising meeting date set Monday 27th November at 6 Goldbank.

Open coffee morning to attract support and involvement in providing skills and offers of help. With an official opening . Dates to be agreed.

9. Any other Business

Suggested we have regular monthly coffee mornings

The meeting closed at 9.25pm