

Minutes of **Nanstallon Community Trust Meeting** held on 4th January 2024

1. **Apologies** - Kath

2. Minutes of meeting 4th December 2023 approved [proposed Adam, seconded Sheila]

3. **Chair, Helen** welcomed everyone to the meeting thanking them for their hard work.

It was agreed to send a thank you to both The LUC, and Parish Council thanking them for their support enabling us to purchase the Hall.

It was also unanimously agreed to thank John Trethewey for all his time and effort in preparing and painting the chairs together with all the other work he's done.

4. **Matters Arising**

Purchase - **Brian** confirmed purchase had been completed on 13 December 2023, there was still some paperwork to sort, and the official land registry document could take over 12 months. Little or no documents had as yet been passed over by the Methodists.

Utilities- Sheila Electricity with Scottish Power, Council tax still awaiting confirmation we will be 0 rated, Water awaited.

Access ramp- Fay confirmed we have a temporary ramp which has been checked and it will give access to the rear door.

Booking process - **Brian** detailed the agreed rental charges which have been agreed, these will now be passed to Martin.

5. **Finance** - **Sheila**

The end of year accounts have been approved by our Auditor. These have to be passed to the Charity Commission /uploaded onto our account. **Action Marc**

It was confirmed the same auditors will be used next year.

Accounts in surplus but some outstanding accounts to be paid.

JustGiving - **Adam**. As we have purchased the Hall Adam suggested that we relaunch the page in the New Year focusing on a specific project/aim. Suggested new furniture New **VILLAGE HALL** Signage. Sheila awaiting confirmation on design and cost.

Action Sheila

6. **Other Grant applications.**

Brian - Wren bid submitted for £600 for signage, awaiting outcome.

CLUP - Cornwall CC full application being processed with the aid of CLUP liaison. This will cover full improvements/refurbishment if successful.

COF - next round of bidding is now open, need to identify scope as we now own the Hall.

Marc - Asda donation received.

Other possible bids to Asda £25k, Morrisons £10k, Awards for All £25k, Garfield Trust, Princes Trust. **Action Marc**

Sheila - Jenny Cruse Community Chest - £300+ fire exit lighting. **Action Sheila**

7. **Lead Trustee Reports**

[To clarify - each Trustee has been allocated a role, to take charge of a specific task. This does not mean they have to undertake the work involved themselves but just to monitor and identify what is required and to arrange it being done]

Linda - **Insurance**. Public Liability paid, Buildings insurance cost being chased.

Action Linda

Carol - **Licences** Alcohol [issue connected with council tax], all licences need to be investigated and progressed. Wendy has knowledge ref Withiel Hall. **Action Carol**

Sheila- Fire report. Completed, awaiting report, indicated need for emergency lighting fire exits [7no] also fire extinguishers service or replacement. **Action Sheila**

Occupancy 100 but limit to 50 until full refurbishment complete.

Fire awareness training and manual needed.

Adam - Webpage. update in hand, **Just giving-** suggested target additional money for Furniture. **Merchandise-** suggested to give pens to PC and LUC.

Fay- Housekeeping. All windows inside cleaned, outside to be done. Floors and anything else to be done Friday. Difficult to clean floor as poor drying conditions. Need to arrange a cleaning rota.

Action Fay

Agree to purchase 2 large absorbent floor mats for entrances

Action Mark

Mark- Grounds Maintenance, mowing grass when necessary. It was pointed out that the condition report highlighted the need to remove the moss and vegetation build up around the building. It was suggested that a volunteer working party needed when weather conditions improve.

Action Mark

Malcolm/Mick - Building Maintenance. A working party will be organised to pick up items highlighted in the condition report.

Action Malcolm/Mick

Helen identified someone to look at replacing slipped slate.

Sue - Hall bookings. Bookings made for Gardening Club, and other coffee mornings.

Mobile Library visit to be linked with Hall open for tea and a chat. Official opening. Polling.

Brian - Building Refurbishment. Bids being submitted to hopefully fund full refurbishment. Only general repairs needed to be carried out as any other works cannot be included in grant bids.

Kath - Catering. Need to organise rota for functions [coffee mornings] **Action Kath**

Helen/Sylvia - Marketing. Helen has contacted NHS awaiting reply. One for all to hopefully offer us as possible venue. Fay also identifying possible users.

Wendy/Sheila- Facebook. All working well.

8. Inventory [surplus disposal]

Organ - possibilities identified for removal/sale. To follow up.

Action Sheila/Sylvia

Hymn books being given to Rescorla

All waste taken to tip, Thanks to John and Mark.

9. AGM

All Trustees to attend if possible. Trustee name badges, agreed each will introduce themselves and indicate their responsibilities. Tea, coffee and biscuits will be served after. Setup Saturday pm

Agenda to be circulated with format.

Action Brian

10. Social Events Fundraising. - Sue

The social fundraising group have set a programme of fund raising and social events to be formalised, suggested that regular coffee mornings could each have a different theme.

9. Any other Business - Need to get internet, agreed to investigate cost. **Action Mark**

Offer of additional appliances:-

Microwave - agreed may be useful but need to get PAT tested.

Larger fridge - decided no, need to see what use / demand, also space available.

Malcolm approached by Mark, Music Group asking if they could continue to have use of the toilet. Agreed with condition it is left clean and tidy.

Change of locks. It was decided this was not necessary at present as we seem to have all sets of keys.

Helen - indicated that she has acquired a share of the ownership of the urn, which will be kept in the Hall.

The meeting closed at 9.00 pm

Date of next meeting Monday 5th February 2024.