

Minutes of Nanstallon Community Trust Meeting held on 12th February 2024 at THE VILLAGE HALL.

1. Apologies - Fay, Kath.

2. Approval of minutes meeting 4th January 2024 proposed. Malcolm, Seconded Sheila.

3. Chair - Helen welcomed everyone to the meeting and thanked all for their support and hard work. The opening was very successful.

4. Matters Arising

New signage Sheila reported still awaiting Quote [now been received 12/02. For the sum of £411]
Organ disposal. Sheila, Sylvia. Investigations have been made and the Trudgeon organ is rare 3 only, and should be registered on the British Organ list, which does not tie us. Proposed Brian Seconded Linda.

Geoffrey Williams would like to play - possible to link with an music event. **Action Sylvia.**
Possibility of removal limited due to lack of funding and cost of any storage. We may need to investigate sale further.

Wi-Fi Marc connection possible cost £25/30. Discussed need and Cost, agreed low need so not to proceed at the moment.

Martin in attendance 7:30]

5. Finance - Sheila

Running costs [utilities, insurance, licences]. We have now received the Electricity charges from Scottish power standing charge 8.5p per and unit price 42.2p. Other costs insurance £800, Licence £100.

Octopus- comparison shows they are considerably cheaper. Actual costs need to be identified to enable decision to transfer to new supplier. **Action Carol.**

In light of the running costs a discussion took place on the Hire fees, it was agreed that a fixed hire rate of £12 per hour should be charged, the charging guide would be updated for Martin to refer to when agreeing bookings. **Action Brian.**

6. Bookings

Booking conditions/forms/contacts. All working well, need to update conditions with Fire Procedure. **Action Brian.**

Arrangements for opening up and locking up for bookings [duty trustee] it was agreed that Malcolm, Adam, Carol, and Marc would be on call to cover, Martin would email to identify individual availability and agree a duty trustee to open and lock up for a booking. In addition to ensure Hall is left clean and tidy and the take electric meter readings at start and end of booking.

Bookings **Martin** reported on the current booking and process which were positive. He asked whether a live calendar could be added to the web Page to show when the Hall was booked /times available, Adam indicated probably possible, but would cost to much.

Helen thanked Martin for all his hard work in running the bookings so efficiently. [Martin left the Meeting]

7. Grant Applications

CLUP, COF, Wren renewable energy, Community Chest, Community Capacity. - **Brian** reported that we have received, the Wren grant of £600 for the new sign and notice board repairs, and the Community Chest Grant of £899 for emergency lighting.

Submissions made for grants to undertake complete refurbishment to - COF, bid has been submitted but not hopeful, - CLUP Bid is submitted and in discussions with our fund liaison to progress, time scales very tight/impossible, completion by March 25. Also submission for a grant to pay the Architect costs has been submitted to the Community Capacity fund.

Also meeting Air Source heating/solar panel installer to get advice and costs.

Other applications - **Marc** reported that a bid to Awards for all £19k submitted. Also Asda Foundation, Morrisons. Sylvia suggested BIFFA, Screwfix. **Action Marc.**
Need to sort out another list of items we need in the Hall and for raffle prizes, to be passed to Marc. **Action Linda.**

Brian proposed that the refurbishment works be split into smaller phases thus enabling us to apply for smaller grant sums. **Action Brian.**

8. Lead Trustee reports

Administration/communication - **Brian** asked that the WhatsApp only be used for general chat. The group email should be used only for all important information discussion and decisions.

Insurance - **Linda**, All insurances in place. A query was raised on the level of cover. It was agreed to confirm with our broker that ours was adequate. **Action Linda.**

Licences - **Carol** passed over to **Marc** who reported that the property Licence would cost £100pa and cover all sale of alcohol, entertainment, and playing of music, application would take 28days. Need to query whether licence is held by the Trust of named Trustees [Marc/Mark] to proceed.

Fire protection report - **Sheila** all signed that they had read the training document.

Web page - **Merchandise** **Just Giving relaunch** - **Adam** reported all okay, Just giving page updated asking for donations for furniture. All need to access and share with as many as possible. **Action ALL.**

Housekeeping - In **Fay's** absence, it was highlighted the need to report to her any housekeeping issues so she could organise a working party to action.

Grounds Maintenance - **Mark** - access to key safe - step over gulley complete. Grounds tidied. Identified need to clear rear access path from Institute Road. **Action Mark.**

Building Maintenance - **H&S**. - **Malcolm** - works identified but awaiting dry weather. Identified need to carry out annual H&S Inspections and record findings /actions. **Action Malcolm.**

Building Refurbishment. - **Brian** grants applied for - need to phase works.

Catering - **Kath**

Marketing - **Helen/Sylvia**, Helen identified interest from Golden Fry to visit Hall and could be linked with an eat in ... Sylvia has been in contact with the Community Nurse who would be prepared to attend an informal monthly Coffee and health. Further details needed. **Action Sylvia**
Volunteer Cornwall informed of our existence and will support.

Suggested sale of produce linked to when Library Van visits, further details needed.

Face Book - **Wendy/Sheila** all advertising being placed, a query raised about open/ wider advertising of events outside of local FB pages.

Charity Commission - **Marc** still awaiting access codes from Commission.

10. Social Events Fundraising. - Update on events programme - **Sue**

4 Quiz's all booked

Make do and mend 6th April, 10am - 2pm , agreed tables £15 and £1 entry, details to be sorted at events meeting.

11. Any other business

An issue was raised reference parking at a recent event. To prevent further problems events must indicate that parking is in the School Car Park out of school hours and at weekends.

Date of next meeting . Wednesday 3rd April 2024

The meeting ended at 21:45