

**Minutes of Nanstallon Community Trust Meeting held on 3rd April 2024 at THE VILLAGE HALL.**

- 1. Apologies** - Fay, Carol, Mark.
- 2.** Approval of minutes meeting 12 February 2024 proposed Adam. Seconded Sheila
- 3. Chair - Helen** welcomed everyone to the meeting, and highlighted the use the Hall was now getting, thanking everyone for their hard work.
- 4. Bookings/access arrangements. Martin**  
Martin highlighted the bookings we now have and that the system was working well. Apart from the arrangements for opening up for bookings and locking afterwards. Despite agreement that only trustees were to have access to the key safe/ keys, the code for the key safe had been passed to a hirer.  
The consequence of this was that although the booking was from 10am - 2pm they were gaining access as early as 9am.  
This raised security issues as well as halls use that is not being paid for.

**Access arrangements.**

This was discussed at length and it was agreed that the key safe would be removed and all trustees would be provided with a back door key. All other keys would be placed in a key cabinet in the rear room.

**Action Sheila**

**All trustees will now be expected to open up and lock up if available. Martin will be given a list of email contacts to allow him to request confirmation of the Trustee who will be able to open and lock up for individual bookings. If for any reason they are unable to, it will be up to them to arrange for another Trustee to take their place.**

**Requests to open earlier than booking.**

**It was agreed that in principle the Hirer should pay, but we had to allow flexibility so we would allow early access after 5pm, but this should not be considered as normal. But the hirer would need to be made aware that in the event that another paying booking being made for the time this would take priority.**

**Booking fees.**

An updated confidential guide of booking charges would be provided.

**Action Brian**

Current fees for bookings were discussed and the following was agreed

- Hairdresser - current charge £15 for 4hrs this would increase to £20. Proposed Brian Seconded Marc all agreed.

- Carers group - current charge £20 for 4hrs this would remain the same, but access limited to the booked times. A discussion to leave at £20 was proposed Adam seconded Kath, or increase to £30 proposed Linda Seconded Malcolm. The vote was 6 in favour of £20, 5 in favour of £30.

- A new potential booking for a Tiny-tots Ballet group. It was agreed that the charge would be £20 for the 1.5hr booking.

It was also agreed that the £12 /hr charging would be flexible for block bookings.

- Children's /under 14's Birthday parties.

As our insurance does not provide cover so we need a disclaimer to inform hirers and obtain their signature accepting responsibility.

**Action Brian**

**Martin left the meeting.**

## **5. Matters**

**Utilities** - in Carol's absence Sheila updated that the electrical supply has been switched to Octopus. At a considerable saving.

**Organ. Sheila, Sylvia.** Investigations have been made and the Trudgeon organ is rare, 3 only, and ours built to fit the Chapel. An Ongoing search would proceed with urgency to find someone willing to save the organ. **Action, Sylvia, Sheila, Adam, Marc.**

It was agreed that whilst it is of historical importance it remaining would restrict the way the hall could be used. Although the organ could be played it would cost at least £200 pa and would only be used if concerts organised.

On this basis it was agreed to proceed with the proposed improvement/ refurbishment plan based on removal of the organ, with the variation that the disability toilet be sited in the outside building with an additional toilet. This would allow the kitchen space to be larger.

## **6. Finance - Sheila**

Sheila reported a healthy bank balance which included the grants recently received. It was pointed out that these were ring fenced for specific areas of work.

The balance would allow us to make a further repayment of our private loan and it was proposed by Sheila and seconded by Adam to pay back £3000. All agreed.

**Action Sheila.**

## **7. Grant Applications**

Brian reported that the COF grant was not approved but the CLUP grant application was proceeding.

We have received approval and the funding from the community capacity fund which will pay the Architect fees. And Marc reported that the Lottery awards for all was also approved and received which will support funding the refurbishment.

Marc also indicated that we could apply for a Biffa grant possibly for solar/charging station.

## **8. Lead Trustee reports**

**Administration/communication - Brian** reinforced the need to communicate by using group Email - this ensures that Malcolm is included and everyone is aware of actions/ decisions being made.

**Insurance** -Linda highlighted the issue of not having insurance cover for children under 14. A disclaimer will be written.

**Licences - Marc,** reported that the property entertainment/drinks Licence would need to be renewed when any alterations carried out. He therefore suggested we wait and use individual event licences.

Sue highlighted the need to get a drink and entertainment licence to cover the event on 21st June.

**Action Marc**

**Fire protection report - Sheila** all reports received.

**Web page - Merchandise Just Giving relaunch - Adam** reported all okay. Web page updated with updated events/ bookings section. Martin to liaise with Adam with information needed to keep updated.

**Housekeeping - Fay** no report.

**Grounds Maintenance - Mark** no report.

**Building Maintenance - H&S. - Malcolm** maintenance process organised, need to deal with sticking front door.

**Building Refurbishment.** - Brian grants applied for awaiting approval need to be aware that grants applied for specific works cannot overlap.

**Catering** - Kath all working well.

**Marketing** - Helen/Sylvia, Sylvia reported discussion with district nurse and request for funding for a monthly surgery with a coffee. Suggested on a Wednesday. Await confirmation.

School holiday club and Author workshops to liaise with school on support and publicity.

Request for a Farmer Market - people keen on the idea but there seems to be a reluctance by villagers to come forward. Trustees need to address this and to invite people to a discussion.

**Action to be arranged**

**Face Book** - Wendy/Sheila all advertising in place and ongoing.

**Charity Commission** - Marc, Brian to liaise to gain access to our account. **Action Brian**

**10. Social Events Fundraising. Sue** - Updated on events programme and need for a social fund raising meeting. Suggested date Monday 29th April 6;30 in the Village Hall.

**Action Sue**

#### **11. Any other business**

Brian raised the issue that the wake on Friday 5th would exceed our occupation limits therefore we need a risk assessment and for all attending Trustees to act as safety/fire wardens for the duration of the event.

**Action All**

Sylvia was asked about a first aid course for trustees, a provisional date of 3rd June proposed.

**Action Sylvia**

Helen raised the offer by Val Grainger to help with grant bids, she informed that an email message sent but as yet no reply. Grant needed for solar panels / heating. No need to duplicate current funding bids of works.

**Date of next meeting . Wednesday 13rd May 2024 18:30 in the Village Hall.**

**The meeting ended at 21:30**