

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

1. Apologies - Kath, Adam, Marc.

2. Approval of minutes meeting 3rd April 2024 and extraordinary meeting 9th April 2024 proposed Malcolm, Seconded Carol.

3. Chair - Helen welcomed everyone to the meeting.

4. Matters arising.

Booking/access arrangements

The new procedure was working well. It was noted that the pick-up following polling was not at the time arranged. Trustees were reminded that for a single booking the Hall will still need to be opened and locked up after.

Pop up hairdresser to let Martin know about further booking.

General discussion on ongoing bookings and the need to increase use within the current limitations.

Utilities - The account is now being sorted and a smart meter is due to be fitted.

Organ. Sheila, Sylvia. An inspection had been carried out and it was reported that it was in good condition and should be saved.

After a repeat of the discussion held at the last Trustees meeting in accordance with the previously agreed proposal, Sheila has prepared a press release to pursue finding someone who is able to give it a new home.

New Notice Board, Some funding was left over from the WREN grant. Helen agreed to ask Camel Glass if they could help. **ACTION HELEN**

Grant application support. Helen to arrange meeting with Val to discuss options. **ACTION HELEN**

5. 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 quiz night provided a good income, which will help support running costs.

6. Grant Applications

Brian reported that the CLUP grant application was proceeding, but awaiting drawings and specification.

7. Remodelling, Building refurbishment.

Appointment of Architect. Received Quote for one for over £3k. Trying to identify other and arrange for quotes. **ACTION BRIAN**

8. Lead Trustee reports

Administration/communication - Brian. Reported :-

There is an issue with emails causing confusion when new messages are being piggybacked on emails with different subject matter, and circulated to none Trustees. Please check circulation, and create a new email for new messages on different subjects.

Trustees are not responding to email requests for approvals or comment. Important so emails requiring a response from all trustees will be headed '**URGENT**'. **ACTION ALL**

When notifying unable to attend meeting please give as much notice as possible and provide an update report for the meeting.

Insurance -Linda. Confirmed that the booking conditions had been updated to include requirements around children's parties.

Licences - Marc, No update on the licence has been provided. Query if a temp licence would be needed for the 21st June Cheese and wine. ACTION MARC

Fire protection report - Sheila. Awaiting final refurb layout.

Web page - Merchandise Just Giving relaunch - Adam. No update.

Housekeeping - Fay. Cupboard in toilet block needs cleaning, to be done between bookings. General cleaning agreed a bi- monthly full clean on the first Wednesday of the month starting on the 5th June at 6:30 pm all Trustees.

Fay to provide a tick list of jobs. Sheila to laminate.

A quick clean is also required after events/bookings. ACTION ALL TRUSTEES

Grounds Maintenance - Mark. Grass and hedges cut, some loose stones to walls need removal, need to tidy path to Institute Road.

Working party needed. ACTION MARK

Building Maintenance - H&S. Malcolm. Arrangements being made to deal with leak on toilet.

Request for lock to be fitted to cupboard in toilet. ACTION MALCOLM,MICK

Catering - Kath. No update.

Marketing - Helen/Sylvia, Sylvia, Various ideas but no one in the village stepping forward to organise and run even though we will offer support.

Still awaiting confirmation of funding to allow community nurse to start visits.

Face Book - Wendy/Sheila all advertising in place and ongoing. Possible need to advertise in other media.

9. Social Events Fundraising. Sue -

Quiz a success, others booked in.

Cheese and wine River Blue - general discussion on requirements/organisation as all was in hand and everyone knows what they're doing, Carol indicated that there was no need for an additional meeting. Set up 4pm.

A Harvest Supper event was suggested but it was felt that this could be incorporated in a 'Pub Night' - Sylvia confirmed contact with music group to provide live music. To be discussed further.

10. Any other business

Sylvia reminded trustees of first aid course for trustees, 6:30 MONDAY 3rd JUNE.

Please confirm attendance. ACTION ALL

Helen raised the offer by Val Grainger to help with grant bids, she informed that a meeting has been set up. Grant needed for solar panels / heating etc...No need to duplicate current funding bids of works.

Suggested we need some airtight containers for tea/sugar/biscuits etc as damp ruining supplies.

Donation of a bench/table needed. ACTION LINDA

Date of next meeting . MONDAY 3rd JUNE 2024 18:30 in the Village Hall.

The meeting ended at 21:00

