



Nanstallon Community Trust.

Minutes of Meeting held on Monday 1st July 2024 - 6:30pm at THE VILLAGE HALL.

1. Apologies - Kath

Attendees - Helen, Brian, Sue, Sheila, Adam, Carol, Fay, Marc, Malcolm, Mark, Sylvia, Wendy, Linda, Mick. Val [for part of the meeting]

2. Chair - Helen welcomed everyone to the meeting and introduced and welcomed Val.

3. Val Grainger - Grants

Presented the requirements for grant applications, match funding, evidence of need such as elderly, disability, youth etc.

Wendy agreed to get a letter supporting the need for improved heating from the Bodmin Carers Group, to support grant applications for heating.

Sylvia still in discussion with Bosvenna regarding the provision of a nurse to attend monthly.

Suggested look at work experience to support youth engagement/ employment, but Mick raised query about insurance.

Helen asked what Val has in the pipeline, Val indicated she was only looking at evidence at the moment.

4. Communications to the Trust.

Data protection issue. [refer to our data protection policy]

Noise issue. [refer to booking T&Cs]

Sue reported that we have received 2 complaints regarding posting of photographs without permission. And a noise complaint relating to the birthday party disco. Both have been sorted.

A notice has been put up in the Hall with regard to photography and Adam to remind hirers to be aware of neighbours and that noise levels should be kept to a minimum.

Carol agree to send out any necessary letters of Apology, or thanks. **ACTION CAROL.**

**5. Approval of minutes meeting 13th May 2024
and Extraordinary meeting 10th June 2024**

Acceptance of the minutes was proposed by Sheila and seconded by Marc all in favour.

6. New sub committee structure. [previously circulated, note revised version]

The proposed Sub- Committee team structure was presented and Brian indicated that the Grants team need an additional member. Marc agreed to join.

Adam - asked if non trustees could join teams, and it was confirmed that this was okay.

Acceptance and Implementation of Sub- Committees proposed by Carol Seconded by Marc all in favour.

Fay - indicated that she knew someone that could replace fascias and requested permission to discuss with them replacement of the front fascia. Agreed but details would need to be forwarded to the Refurbishment team. **ACTION FAY**

Fay also raised the cleaning of the external windows every two months @£20, acceptance of quotation proposed by Sheila seconded Adam, all agreed.

Also cleaning of internal windows twice a year proposed by Marc seconded by Sue all agreed. **ACTION FAY**

7. Matters Arising

Licence's - **Marc, Carol**. Marc reported that the final details needed to secure appointment of Trust as licensee has been sent off and we should get approval by 18th July.

In the mean time it was agreed that there should be no alcohol sales until we have the full license issued.

New notice board. - **Helen** - reported that she has been in contact with Camel Glass and sent design. Awaiting response. Need to confirm cost. **ACTION HELEN**

8. Finance - Sheila

Accounts, £29k held at the moment- see attached accounts summary.

Invoices - pay within 10 days will be added.

Donation for plaque received from Joy's family.

Electricity bill £40 for last quarter.

Brian indicated new waste bins due for delivery from August.

9. Grant Applications - Brian - reported the CLUP grant is still active and is being assessed. Pointed out that the fund was over subscribed and with the election things could change but it's positive that the bid is still live.

10. Remodelling, Building Refurbishment. Brian

Appointment of Architect - following vote by trustees to accept Stephen Knightley contact has been made and now just waiting confirmation of a start date.

11. Lead Trustee reports

Linda - Insurance. Issues with children's parties insurance, agreed that we should make this available if no other alternative possible so as not to put potential hirers off.

Adam - Hall monitor, Bookings - first aid bookings and enquiry for craft club.

Potential hirers asking about costs, asked for fees to be available on web site, agreed to publish 'From £12 per Hour'

Fay - Housekeeping. Window cleaning dealt with, treating and sealing hall floor agreed to wait, until building works time scales known.

Mark - Grounds Maintenance - All in hand. Need to organise rear path tidy, Marc agreed to help with equipment /liaise with Mark.

Malcolm/Mick - Building Maintenance - toilet leak resolved. Removal of carpet and Treatment of floor. Malcolm to purchase floor paint. **ACTION MALCOLM**

New Benches donated by Freda in place. Carol to send letter of thanks. **ACTION CAROL**

Kath - Catering. Nothing to report.

Helen/Sylvia - Marketing - Nurse clinic still awaited, also on the list with Bosvenna as a vaccination venue.

Wendy/Sheila Face Book. Ongoing postings when required.

Marc - Popup bar - a success, agreed would be held every month, on the last Friday of the month. Bar Committee to keep a spread sheet of stock purchase /sales. To enable monitoring of profits.

Helen to donate a fridge/freezer, to be sited in the toilet block. Also need an additional electric socket in the Kitchen area to allow a fridge to be sited adjacent to the bar.

12. Social Events Fundraising. -

Update on events programme - **Sue** - Quiz Friday night summer theme. Ash has agreed to do future quizzes.

Future events to be discussed at the next Social Fundraising meeting.

13. Any other business.

Following a request for a copy of our data protection policy it was suggested that policy documents could be posted on our website.

ACTION BRIAN, ADAM

Radio Cornwall interview about the Hall and organ went well and would be broadcast on Thursday.

Date of next meeting . 2nd September 2024

The meeting ended at 8:30pm