



**Minutes of Extraordinary Meeting held on Monday  
7th October 2024 - 7pm at THE VILLAGE HALL.**

- 1. Apologies - Marc, Linda, Mick.**
- 2. Attendees - Helen, Brian, Sue, Sheila, Carol, Fay, Malcolm, Kath, Mark, Sylvia, Wendy, Adam.**
- 3. Chair - Helen** welcomed everyone to the meeting.

**4. Update CLUP Grant - Brian** briefed the trustees on the grant offer from the Cornwall Council SHARED PROSPERITY FUND COMMUNITY LEVELLING UP PROGRAMME. Highlighting the time constraints and procedures required by the authority.

The grant acceptance requires a signatory and three other named Trustees authorised to administer the grant. Brian as applicant would be the signatory, Helen, Sheila, and Carol would be named authorised administrators. [this is in-line the with the named bank account authorised administrators]

*Proposal*

*To authorise The Secretary [Brian] to accept the Grant offered by the SHARED PROSPERITY FUND COMMUNITY LEVELLING UP PROGRAMME Project Reference: CAP4 008.*

Proposed - Kath. Seconded - Adam.

**5. Project Tendering - Brian** - informed the Trustees about the procedures around the tendering process.

2nd - 15th October. Contractors Viewing.

27th October - Closing date for submission of tenders.

30th October - Opening of tenders - Two Trustees Helen and Brian.

Assessment and scoring of tenders. Three Trustees Brian, Helen, Kath.

30th October - Teams meeting [James, Graham Council representatives]

Acceptance of selected Tender.

4th November. Commencement of work on site.

31st January 2025, Completion of works.

**6. Vat recovery - Sheila** reported that HMRC allows certain vat exemption on DDA works. We will therefore be able to claim back some of the vat.

**7. Kitchen Design - Kath.** The refurbishment group has agreed a layout and a list of appliances. Helen agreed to ask the Parish council if they could help with any funding for the purchase of the appliances.

**8. Organ - Sheila/Sylvia** reported that there is interest and options for its removal and storage. To continue chasing up.

**9. Clear out - surplus items.** Brian highlighted the need to get rid of any surplus furniture/equipment. The shed will be required to store all retained furniture/equipment for the period of the contract. Kath offered storage space. [part of the shed may be needed by the builder]  
A date needs to be set to sort and empty the hall of all loose furniture and equipment.

**10 Plan B - Brian** highlighted the need to look at alternative options in the event that we fail to receive any tenders. The question on alternative options will have to be discussed with the Authorities

The meeting closed at 20:15

