



**Minutes of Meeting held on Monday 2nd September 2024 - 6:30pm at THE VILLAGE HALL.**

**1. Apologies - Marc, Wendy, Adam.**

**Attendees - Helen, Brian, Sue, Sheila, Carol, Fay, Malcolm, Kath, Mark, Sylvia, Linda, Mick.**

**2. Chair - Helen** welcomed everyone to the meeting and thanked them for all their work, support and successful fundraising.

**3. Approval of minutes meeting 1st July 2024 and Extraordinary meeting 7th August 2024.** Proposal to approve minutes Sheila seconded Fay. All voted in favour.

**4. Matters Arising**

- Window cleaning - Fascia replacement - **Fay** reported windows cleaned and awaiting response on fascias.

- Notice board - **Helen** no response from Camel Glass. Kath suggested trying Windmill- to pass contact details to Helen. **Action Kath - Helen -**

- Organ's new home - **Sheila** indicated 3 interested parties but awaiting contact. Temporary storage now identified. **Sylvia** indicated that lots of people talking about the organ. Approx £1000 to dismantle - +cost to transport, and reassemble.

**5. Finance - Sheila** presented the accounts indicating we have £8000 in reserve excluding grant funding which is ring fenced.

Brian queried why the accounts indicated that the Pop up Bars income was lower than the outgoing Costs indicating a loss. But the value of stock was not included in the figures.

Highlighting the need for proper accounts for the bar in order to accurately monitor its expenditure/ income/stock value. Adam to be asked to keep a stock check and clarify profits. **Action Sheila.**

A request has been made to refund part of the remaining loan, a proposal was made by Sheila and seconded by Malcolm to refund £4000.

Brian asked the question - what was the projected income considering insurance renewal will be due as well as other outgoings, and would we have adequate funds to cover this. Sheila confirmed that we would. All Trustees voted and agreed to refund £4000.

**6. CLUP Grant Application - Brian** explained that following a meeting on 27th August with CLUP and procurement they indicated that the grant was up for appraisal [pending approval], and talked about the procurement process. The discussion was helpful but still questions unanswered and a feeling that information is being held back.

James our contact returns from holiday on Tuesday so contact will be made to find out what's actually going on, Jenny Cruse will be updated, and is very supportive.

To report back as soon as any new information received.

**Action Brian**

**7. Sub - Committee reports**

**Building refurbishment team - Brian, Sheila, Adam, Helen, Kath.**

Brian reported that the Architect had completed the plans [as circulated] and would now submit them for building regulation approval. Confirmed we have a grant to pay for the Architect but would need to cover the cost of the building regs application. Need to identify cost from Architect.

**Action Brian**

- Adam is looking at solar panels as well as heating, and had obtained an estimate from Octopus.

**Grant Funding team - Helen, Sheila, Carol, Sylvia, Marc, Val.**

Helen reported that they had not met as pending the outcome of the CLUP grant.

**Maintenance and Housekeeping team - Malcolm, Mark, Mick, Fay**

**Malcolm** reported that various works had been done, but the question was raised about the extent of repair work to be done prior to full refurbishment. Such as guttering, store shed retreatment, and how much they could spend. It was agreed that up to £100 could be spent on each project, but refer to Sheila to confirm funds available.

- Helen suggested the magazine Committee could be asked as they may be able to offer funds for the shed treatment.

**Action Helen**

- Fay raised the issue of the microwave, and need for a replacement. Agreed to use a donated one pending the refurbishment.

**Bookings and Website - Adam, Sheila, Sue**

Sue reported that the carers group have booked a further 2 sessions. Bookings looking good at present.

**Social Fundraising team - Carol, Kath, Linda, Wendy, Sue, Fay.**

Carol reported quiz on the 6th Sept all, organised. All other events in hand.

- Sheila asked about the 2026 calendar and whether to continue as difficult to get entries. A vote was taken and 7 agreed to continue [but review] and limit sales to 100.

- Kath highlighted the need for early insight to future events needing catering.

- Linda/Sylvia asked about a Harvest festival as the School was keen to be involved with an exhibition. And also Halloween.

It was agreed that Sylvia would discuss with the School and offer the use of the Hall if they wanted to organised something which we would help support.

**Action Sylvia**

**Pop up bar team - Marc, Adam, Kath.**

Kath reported that all was running well and nights well attended, the BBQ was a success. It was suggested that Themed nights could be a way forward.

**Finance/ Insurance/ Licenses. - Sheila [Finance] Linda [insurance] Carol [licenses]**

**Linda** indicated that the insurances were due for renewal end November, and happy to continue with Mid Cornwall brokers.

**Carol/Sheila**, would monitor renewal dates for licences to ensure they were renewed on time.

**Marketing, advertising, tickets - Sylvia, Helen, Wendy, Sheila**

Marketing and advertising all working well.

- Fay informed of a request to place advertising at the entrance to Parc Vean.

**8. Any other business.** Helen asked about a colour for the notice board, all agreed a sage green.

**Date of next meeting . 4th November 2024 6:30pm**

**The meeting ended at 8:15pm**