



Minutes of Meeting held on Monday 17th February 2025 - 6.30pm in THE VILLAGE HALL.

1. **Apologies** - Kath.
2. **Attendees** - Helen, Brian, Sue, Sheila, Carol, Fay, Malcolm, Mark, Sylvia, Wendy, Adam, Marc, Linda, Mick.

3. **Chair** - Helen welcomed everyone to the meeting and our new improved Village Hall.

4. **Approval of minutes** Meeting 2nd September 2024, & Extraordinary meeting 7th October 2024.

Proposed to approve Wendy, seconded Sheila. All agreed

5. **Matters arising** - none.

6. **Finance Sheila** . Sheila handed out accounts for year ending 31st October 2024. An updated set of accounts to be presented at next meeting. Current accounts fluctuating due to expenditure on grant funded building payments, and fitting out purchases.

7. **CLUP**. Brian reported that the full grant of £171,700 has been received. However there is some additional extras which will result in an overspend, [approx £7k] which can be funded from monies already held in our account.

The Final documentation will have to be submitted as soon as possible [so I don't get requests chasing it from CLUP].

8. **Trust Constitution- review** - Sheila highlighted that there were several amendments needed to update our constitution.

The annual accounts end of financial year should be 31st October.

The Trust registered address should now be - Nanstallon Village Hall, Chapel Road, Nanstallon PL305LA.

Proposed by Sheila we adopt these changes, seconded Marc. All present approved.

Action - Sheila to update on Charity Commission

9. Trust Policy documents and Booking Conditions / Fees - review - All

The trustees reviewed each Trust Policy

Data protection - Helen queried her being responsible. It was pointed out that as Chair she has to ensure that the Trust and Trustees are adhering to the policy.

Safeguarding - okay

Environmental - to be updated to include reference to refurbishment.

Sue - queried the need for bike racks. It was agreed we should encourage cycling, and walking to the hall.

Brian - asked if we follow the lead of the school to go 'eco' - Plastic free.

Action Carol to speak with Charlotte Clarke Cornwall Cc Eco education project manager. For advice.

Equality and diversity. - Okay

Action - Brian to update policies as indicated

Booking Conditions and charges.

- The issue of use of bouncy castles in the hall was raised and discussed at length. Brian pointed out that the existing conditions included a clause on this and it was agreed to add a height restriction of 7ft [2.13m].

- The hirer's address needed to be added to the booking form to assist in identifying local users, as well as the number of people attending.
 - Indicate that internet is available.
- Hall max capacity to be updated [Fire assessment being done Friday 21st February]

Charges

- current rate to remain with review in 12 months. Update polling and other multi day hire to £300.
- The hire charge will cover all areas.
- The £25 min deposit to remain, Adam to assess bookings.
- It was discussed and agreed unnecessary to advertise charges.
- Hiring by Charitable organisations was discussed and it was agreed that the charges for these would have to be assessed on each request.
- For large events there should be identified fire wardens -[Trust events all Trustees must act as Fire Wardens]

Action Brian to amend/ update documents

10. Sub - Committee reports

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

Adam apologised for not being able to help.

Brian reported project completed to a high standard and proposed vote of thanks to the Builders - By Design Group for the standard of their work and for doing that bit extra. All agreed.

The design was done to achieve a modern usable by all community facility that was free and uncluttered.

It is intended that the main hall and kitchen will only have equipment and furniture required on a day to day basis [average number] all surplus required for larger events will be stored in the external store shed. This will also house the secure bar store. Cleaning equipment will be stored in the new hall cupboard.

The toilet area is to be kept totally clear.

The plasterwork on the old walls is unstable, therefore on no account is anything to be fixed to them without permission.

Keys - Sheila & Brian will hold a full set of keys, keys for the front rear and toilet will be housed in the key safe. Adam would have keys to the external shed, bar store and bottle fridge. Certain spare keys will be stored in the kitchen.

Sheila will hold a spare toilet key.

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

Helen - queried the need for this team. It was highlighted that funds still need to be raised for such things as new furniture, tv screen, large screen and projector.

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

Malcolm confirmed routine checks would continue.

Brian highlighted the need to carry out regular recorded H&S inspections [suggest a standard check sheet].

Action Maintenance team

Fay - Didn't like the implementation of a cleaning rota. It was suggested that we have a paid clean 2hrs on a fortnightly basis. The use of eco products was considered but Fay indicated that she would only use her materials.

Proposed by Sheila to implement a paid fortnightly clean, seconded Marc. all approved. It was discussed about making the grass area more wild life friendly with wild flowers/ meadow. General feeling it would be untidy !

Bookings and Website - Adam, Sheila, Sue

Adam highlighted Update needed, inclusion of pictures of the Hall facilities. Internet, etc

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

Carol reported on functions already circulated, confirmation needed on a curry night [Sirone]

Sue asked about a 80th VE Day celebration event - it was suggested a tea party. To be organised.

Action Social team

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

Reported the bar okay just need to restock. Pizzas being served [freezer to be up and running].

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

Linda - reported all insurance updated and in place.

Marketing - Sylvia, Helen, Advertising - Wendy, Tickets - Sheila.

Helen queried what marketing was needed. Suggested generic posters/flyers. Table stands. Also to make contact with One for All, Bodmin Keep, to offer our facility if they are unable to accommodate a potential booking.

Advertising - Posters Wendy highlighted the use of minimum wording on posters with more details on table stands etc.

Yellow banners - suggested to re-site the banner on the corner of Marshall Road to the bus stop

11. AGM -Helen, ALL format, reports, election of officers, future structure/operation of the trust. It was agreed to keep the same format as last year.

13. Any other business.

Brian - raised the perception that the Trust is too secretive, so suggested we publicise Trust meetings and make them open to Villagers. We could also include a limited timed slot for villagers to raise questions. - this was agreed. Dates of meetings to be published in magazine.

Marc - asked about updating finance on the Charity Commission web page - Sheila indicated that all updating to be done after AGM.

Date of next meeting, and frequency.

It was agreed to meet every 3 months. Next meeting on Monday 19th May 2025.

The meeting closed at 21:06