



Minutes of Meeting held on Monday
19th May - 6.30pm 2025
in THE VILLAGE
HALL.

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

2. Chair - **Helen** welcomed everyone to the meeting, and reported that the Parish council meeting went well and they were very impressed with the Hall.

3. Public - No villagers attended due to the meeting not being advertised as being open for Villagers to attend, however it was in the Magazine.

4. Approval of Minutes Meeting 17th February 2025.

Proposed Sheila, Seconded Wendy. All voted in favour.

5. Matters Arising -

Sheila - Tablet. :- installation of Apps - heating control, solar/battery monitoring, electricity octopus energy. Problem with Vat charge on bills sorted.

Still problem with heater remote control. **Action**- Linda, Brian to review.

Charity Commission update. - all updated

Sue - Bookings officer/ web page redesign. - Michelle is now dealing with bookings and the Web page has been redesigned. Need for new photos limit 4 for front of web page. **Action** - Sheila to identify suitable pictures and pass to Adam.

Brian - List of volunteers.

Action Helen - agreed to add contact details, for circulation to Trustees. Copy attached.

Carol - update plastic free - Cornwall eco education officer - spoken to officer but no further information.

Maintenance Team - H&S inspection. Not done. Needs to be done 6 monthly and recorded.

Action - Mick, Malcolm

Highlighted - still problem with rear door, Brian informed in hand with the builder. Will chase.

Birds still trying to nest -

Action

6. Finance - Sheila

Reported that the financial position is good. This would allow repayment of loans. Sheila proposed we should pay final repayment of loan A and part repayment of Loan B. Seconded Helen, all voted in favour.

Sheila proposed - That the Trust open a savings account to hold a reserve contingency fund of £10000, and then close the business account but continue using the current account, with a min £5000 for everyday running costs. Seconded Sue, All voted in favour.

This leaves us with a balance to cover outgoings and with ongoing income.

We will have quite a big bar bill this month as we need to re- stock the bar.

We had a very large octopus bill , Linda noticed we were paying full VAT, instead of the 5%. This has now been resolved and has a refund of £227.94

I have filed and updated HMRC

Hardly any outgoings at the moment just bits and bobs for the general running of the place, some electric , EE broadband,

I purchased two new 6ft tables and 4 smaller ones. Hopefully we will have enough for the time being but feel we do need to get some child size ones for children's parties, we have chairs but no tables. If they use the big tables and the fabric chairs = dirty chairs. (Maybe apply for some grant money?)

All Events and fundraising have been a success and feel we don't need to overdo these and just keep to the basics especially if there isn't the help around.

Accounts attached.

7. Trust approvals and decision making.- Linda

A copy of the Trust's decision making process [part of the Constitution] was circulated with the agenda.

Linda highlighted the confusion getting approvals when using WhatsApp and email. Brian raised the issue regarding the approval for purchase of additional tables, and Trustees not providing clear answers/decisions.

Fay - did not always check emails. Malcolm and Marc only have email.

The previously agreed way of getting approvals/decisions was by Email only. It was agreed that all such emails should be labeled as PRIORITY in the subject box.

8. Refurbishment - Brian

Final refurbishment finances. Brian detailed and explained the spending linked to the refurbishment. (A copy of the final finances is attached)

CLUP - Final documentation submission. Brian reported all documentation now submitted. Still awaiting final Building Regulation document. A copy of the CLUP documentation needs to be kept for 9 years - this will be stored in the Trust Filing cabinet.

9. Octopus export - Carol. -

I have downloaded the Octopus app on the tablet and can see from details on account that the feed-in is being recorded by them. Some has been paid for but we won't see if they are going to backdate until the next bill appears

10. Additional tables - Sheila. despite the confusion in getting approval for the purchase of additional tables, did purchase 2 large and 4 small tables.

11. Sub - Committee reports

Grant Funding team - Helen, Sheila, Carol, Sylvia, Marc. - Brian suggested that as all necessary funding has been sourced that this team is no longer needed. If any additional grant funding is needed in the future this can be dealt with on ad hoc basis. All agreed.

Maintenance and Housekeeping team - Malcolm, Mick, Fay, (Mark) - All going well. Cleaning being done after events or when necessary.

Grounds - need to reseed grass area.(seed in the shed)

Action Fay - to get some compost.

Mick asked everyone to check and water pots when passing.

Fay suggested we get a quote from Graham Udi to tidy the hedges/shrubs etc.

Action - Helen to contact Graham.

Bookings and Website - Sue, Sheila, [Michelle, Adam] reported earlier.

Social Fundraising team - Carol, Kath, Linda, Wendy, Sue, Fay. - all events gone well, need to check for other local events clashes when setting dates.

Sheila requested that she be notified if financial floats required.

Pop up bar team, Catering - Marc, Kath, [Adam, Helen, Sheila, John, Malcolm]

Fay suggested that as late finishing clean up could be done the following morning, when a request for more helpers could be made.

Need for an inventory of bar stock and detailed accounts to enable Trustees to monitor.

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

Sheila has renewed the Bar drinks license (£70pa) and changed the address.

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

12. Any other business.

Acoustics. [Fay] - need to improve the acoustics discussed -

Action Carol, to discuss options with her son.

Keys.[Fay] - confusion over keys (in last minutes) after discussion it was agreed -

The external key safe would hold Front,Rear,Toilet and Shed Keys. Larger safe required

Action - Fay to acquire.

The Small Key safe to be relocated to the cleaning store - to hold spare Bottle Fridge, Sound system, Battery Store keys.

Action - Maintenance team to fit key safes.

Sheila and Brian have sets of keys. Sheila to sort any additional keys and Fay would fix key tags.

Baby Changing.[Helen,Linda] - The need for a changing table was discussed and agreed to obtain a quote/feasibility.

Action - Brian.

Coat Hanging. [Helen, Linda] Highlighted the need for some coat pegs near the rear door. Also for a small notice board. Action as above.

Appliance electrics [Linda]. Linda asked for instructions as to how things work and where plugs etc are.

Action -Sue to detail in a manual.

Sue - Asked who would be able to attend Beast of Bodmin presentation to accept cheque -
Fay agreed to attend.

Sheila- Reported feedback from the recent children's party, very positive and may lead to additional bookings.

Carol/Fay - Complained about having to store tables in shed - decided to store under pews either side of the main entrance.

Mick - To hold some test sessions for the Scalextric.

Date of next meetings. ALL 6:30 start.

11th August 2025

3rd November 2025

2nd February 2026.[AGM]

The meeting ended at 9:30pm

John Trethewey	01208	831731
Steve Angwin	07904	587795
Tony Goodwin	07342234	342
George Kestell	07940846	438
Carol Childs	01208 831315	
Maureen Darby		
Richard Irwin	0787553	8386
Brenda Harris	01208	831885
Sian Fletcher	0786651	9314
Ed Fletcher	0786651	9314
Patrick Bodrick.	01208	831312
Ash Cole		
Elaine Parsons	0777369	1318
Joan Ruark	0775358	9335
Freda Earl	0756845	8471
Paula/Chris Neville	01208	831994
Jennie Borlase	01208	831668
Carol Hoskin	0791995	1619
Martin Butler	0776990	7060
Michelle Irwin	0797053	2801
Val Grainger	0741127	6971