



Trustee Meeting Minutes Monday 11th August 2025 - 6:30pm at THE VILLAGE HALL.

1. Apologies - Kath

Attendees - Helen, Brian, Sue, Sheila, Carol, Fay, Marc, Malcolm, Sylvia, Wendy, Linda, Mick.

2. Chair - Helen opened the meeting with a discussion about the Art exhibition.

3. Public - open invitation to ask questions and raise any comments.

No member of the community present.

4. Approval of minutes meeting 19th May 2025 approval proposed by Fay, seconded by Carol. All trustees voted in favour.

5. Matters Arising -

Heating remote control - **Linda**. Reported still unable to connect one heater in the rear room [to be investigated but not urgent] and the toilet heater [no internet connection]

Web page Village Hall photos - **Sheila** Current Hall Photos have now been added to our web page.

H&S Inspection and recording - **Mick**. Malcolm and Mick had looked into this. Mick has downloaded a village hall standard H&S document to use. Both Mick's and Malcolm's info would be used. The document would be kept with the Fire report in the kitchen. Inspections to be carried out 6 monthly.

Refurbishment snagging and additional works - **Brian**. Reported still awaiting contact from the builder despite numerous messages.

Acoustic panel options - **Carol**. Reported that Ben advised some options and to provide the name of an acoustic company that could offer a design service and installation.

Action Carol.

Fay, informed about the quote for fabric drapes to the hall ceiling to help reduce noise and heat loss. Whilst the general idea was sound it was felt that the acoustics were the priority and to await the information from Carol to obtain all options before any decision.

Keys, security. - **Mick**. Key safes now installed at rear door and in hall cupboard.

Beast of Bodmin presentation - **Fay**. Accepted a cheque for £100 on behalf of the Trust, Sue to sent thank you letter.

Action Sue.

6. Finance - Sheila.

Detailed Accounts Statement. No account statements available. Sheila gave a verbal indication of current monies held. Statements to be forwarded for circulation with minutes.

Action Sheila.

Savings account / Business Account / Charity Account / Bar account. Reported still trying to sort out and rationalise accounts.

Action Sheila.

Brian, raised an issue reference authorisation of payments from the business account have to be authorised by 2 named trustees, the Charity account does not. This leaves Sheila exposed as the only trustee authorising and making payments. Trustees Discussed and agreed to protect Sheila, all payments should be authorised by 2 trustees, but there could be a minimum payment amount allowed without.

Action Sheila to investigate and instigate.

7. Refurbishment - Brian.

CLUP - Final Audit documentation, 9yr storage. The completed file with all relevant documentation has been compiled and will be stored in the Filing cabinet for 9yrs in case of audit of CLUP Funding at anytime.

8. Octopus export update - Carol. We are now receiving export payments but without any back dating.

Discussion re the cost of electricity - pointed out that export income would subsidise the winter months, and heaters can be controlled remotely. Agreed we need to have a full year of normal usage to determine the actual annual cost.

9. Grants -

National Grid Electricity Distribution (NGED) Community Matters Fund - **Linda**. Reported application submitted for additional 10kw battery, [£4300] but actual cost would be [£5100] successful applicants would be notified beginning of September.

10. Sub - Committee reports

Maintenance / Housekeeping team. -Malcolm, Marc, Mick, Fay.

Fay- Replant front beds, Hedges/shrubs maintenance. Treat benches. It was agreed that Marc would help a working party to replant the front beds and remove debris.

Action Fay to organise.

Bookings and Website - Sue, Sheila, Michelle.

Sue - Booking forms record. Review of Charges. **Sue** reported on current bookings. Also queries about need to review charges, agreed for charges not to be changed but review Autumn 26 so any increase is before the winter.

Sue reported of enquiry by Bosvenegh model train group about available permanent room space as we don't have any suggested possibility of the Institute. This they were keen on as an option so Michelle passed on information to Mark and Kate, who flatly turned down the offer despite it coming with finance, to maintain and improve the building.

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

Other than some events already booked into diary there was a need to meet to discuss and organise these and other future events. The team agreed to meet Tuesday 26th August 6:30 at Fays.

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

Marc reported they now have a bar stock list to monitor bar stock. Some items need price adjustments, others need to be monitored as purchase prices increase.

There are some surplus large bottles of Prosecco which could be used as raffle prizes.

Action Marc To notify Sheila of any adjustments to bar tariff.

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

All currently within date, need to advise Mick of renewal dates for inclusion in H&S. report.

Action All team

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

No marketing undertaken. Wendy informed she had created poster to promote the Hall with potential uses.

11. Any other business.

Sue suggested that following the successful art exhibition we could purchase some pictures for the rear room. **Malcolm** suggested commissioning a picture of the hall with the organ. After discussion and **Fays** comment that we have other funding priorities It might be better if we could get art donated.

Freezer contents/storage. Sue/ Linda reported that after sorting the freezer to remove cakes for the art exhibition, it was found that items were not properly wrapped resulting in waste. Also there needed to be an inventory of contents. This was done and pinned up. Suggested cakes were no longer frozen but sold on the day.

Fay, suggested we get banners for regular events and to advertise the Hall hire.

Other grant funding requirements,

Fay, installation of an electric car charging point.

Marc, provision of a car park nearby.

Brian, new furniture.

Marc indicated he would be prepared to identify grant sources and make applications.

Brian - reported that at last we have all the final Hall Land registry and purchase documentation. This includes the Lanivet United Charities Loan agreement, this indicates the charities details of repayment of the loan plus appreciation in the event of the Trusts failure of sale of the Hall. The document will be stored in the filing cabinet.

There being on other business the meeting ended at 20.45.

Date of next meetings.

3rd November 2025

2nd February 2026. AGM

