



Trustee Meeting Minutes 21st October 2025 - 6:30pm at THE VILLAGE HALL.

1. Apologies -Fay

Attendees - Helen, Brian, Sue, Sheila, Malcolm, Sylvia, Wendy, Linda, Mick, Kath.

2. Chair - Helen

opened and welcomed everyone to the meeting, and introduced Tony as Chair of the Magazine committee.

Tony proceeded to update the Trustees on the issue regarding us holding our coffee morning on 4th October as being in conflict and undermining the Magazines coffee morning due to be held on 8th November, indicating that their two coffee mornings together with advertising were their only sources of income. He then accused the Trust of undermining the magazine and felt holding our coffee morning would compromise their income.

He then informed us that he and the rest of the magazine committee had resigned and would be ending production of the village magazine after the January edition which would be the last, and that all remaining funds would be given to charity in accordance with their constitution.

Tony then proceeded to blame the Trust for them having to take this action, but invited us to investigate the continuation of the magazine if we wanted to.

Sheila queried that if someone else had booked the Village hall for a fundraising coffee morning would the Magazine have objected. Tony responded by say that was just hypothetical.

It was also commented that to suggest the income from their November coffee morning would be affected was purely supposition.

Brian asked whether the Magazine had asked or advertised for others in the Village to take on continuing the publication of the magazine. Tony responded no.

Helen thanked Tony for his update. Tony left the meeting at 7pm.

After some discussion, **Sheila proposed that in the interim the Trust should take on publication of the magazine whilst seeking a permanent solution. Seconded by Helen, all present approved.**

It was raised that we would need to request information and records and residual funds from the magazine committee to assist us in continuing publication. Proposed Sue write a letter to the Committee to this effect.

3. Trustee resignations.

We have received resignations from Carol and Mark. The Chair thank them for all their hard work and contributions to the success of the Trust. All present agreed to accept the resignations. The invitation for an additional trustee was discussed and it was agreed to discuss this with interested villagers.

Approval of minutes meeting 11th August 2025 and Extraordinary meeting 15th September 2025. approval proposed by Malcolm, seconded by Sheila. All trustees voted in favour.

4. Matters Arising -

- Acoustic panel options - **Brian** reported that a quote had been obtained for £8268 to provide acoustic panels to the main hall, where the acoustics are worst. The rear room was within acceptable limits. It was agreed due to the high cost to keep the matter on the agenda and seek options for funding.
- Rationalisation of Bank Accounts. Account payments Trustee authorisation- **Sheila** reported below.
- Event advertising banners - **Fay**. All done and being used.
- Additional battery - **Linda** reported that the battery would be installed on 6th November.
- Front bed replanting - **Fay, Mick** reported that one bed had been sorted and partially replanted. The remaining bed remains to be done.
- Acknowledgment scroll of benefactors supporting the Refurbishment - **Kath** has chased this and is awaiting a date for completion.
- Magazine Donation. This had been declined by the Magazine and in light of Tony's comments at this meeting **Brian proposed we withdraw the offer, all present agreed.**

5. Finance - Sheila.

Savings account / Business Account / Charity Account. **Sheila** explained that Linda had been added as authorisation signatory, and Carol removed. Now done she would look at closing business account and opening a savings account.

Detailed Accounts Statement. Account attached. **Sheila** went through the balances. **Brian** queried the income and expenditure amounts and descriptions which didn't match. Sheila to look at descriptions.

Bar accounts. The income profit with the bar stock held was as expected.

Income breakdown (bookings, events) identified that with the current booking level and event income as adequate to cover the hall's running costs.

Outgoings breakdown (electricity, WiFi, etc) the current electricity billing shows good income over the summer period which will offset some of the winter cost, this needs to be monitored closely.

6. Trustee rolls and responsibilities - Brian

Octopus energy, EE internet- transfer of control following Carol's resignation, **Sheila and Linda** will take over and contact providers to update account named contact. **ACTION**

Alcohol licence. - **Sheila** will take lead and identify licence holders

Magazine article and events (Sue) xxxxxxxxxxxx

Bar manager. **Sheila** agreed to take on the role of bar manager.

Heaters control and monitoring. **Sheila** will monitor and control heating via the app, **Malcolm** will continue to do visual checks as part of opening and closing up for bookings.

Maintenance H&S / Grounds/ Housekeeping team. Malcolm, Mick (maintenance H&S),

Fay(housekeeping). **Mick** (Grounds)

Bookings and Website - Sue(bookings) , **Sheila**(billing), **Michelle**(bookings), **Adam** (web diary) .

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

Action to circulate annual events program for comment from Trustees. Each event to be led by a nominated Trustee, or volunteer.

Pop up bar team, Catering - Kath(catering), **Sheila** (Bar manager),Helen, Malcolm. It was suggested to ask **Matt** if he would help with the bar. **Action Sheila to ask Fay to enquire.**

Insurance/Bar License/ Internet - Linda(insurance),**Sheila** (bar license).**Sheila**(internet).

Marketing - Sylvia, Helen.

Advertising - Wendy. Tickets - Sheila.

Trustee duties and financial limits.

Wendy - Proposal - That Trustees allocated a delegated role take full sole responsibility for delivering and organising that role and requesting assistance as they deem necessary.

Seconded by Linda, All present voted in agreement.

7.Community involvement - Need to improve community involvement, engagement and Trust openness.

Additional Trustees/ volunteers ?

Brian Proposal - to invite representatives of village organisations , Gardening Club, Magazine, School, Pre-school, Church, Institute, Parish Council, Lanivet United Charities as well as volunteers - to join Main Trust meetings - Social, fundraising and other sub-committees.

Seconded by Sheila All present voted in agreement.

Action Brian to send out letters with dates of meetings.

8. Sub - Committee reports

Maintenance / Housekeeping team. -Malcolm, Mick, Fay. Mick reported that it was not apparent where the slipped roof slate had come from. For H&S it needed to be removed.

Fay - Lighting proposal for rear room. Sheila showed some lamps from Fay which could be suitable, other suggestions were to install led lighting strips above mid wall, also under kitchen units, also investigate dimmers on existing lights. **Brian** suggested we need a professional view as to what was possible and then come up with a suitable scheme that is feasible and can be costed, and takes into account H& S issues. **Action Sheila to ask Richard to advise.**

Bookings and Website - Sue, Sheila, Michelle, Adam. All running smoothly

Social Fundraising team - Kath, Linda, Wendy, Fay. To meet to sort out current events and identify events programme for 2026. Sue indicated she would be happy to lead on the Quiz events.

Sue proposed that for Trust events, to allocate a Trustee whose responsibility will be to lead and organise the event.

Sue would ask Kate about Carol singing for the December anniversary event.

Pop up bar team, Catering - Kath, Sheila, Helen, Malcolm. Sheila has stocked the bar.

Insurance/License/internet-

Linda[insurance],(. **Sheila**)[licenses], (**Sheila**) Internet.

Marketing - Sylvia, Helen. Advertising - Wendy. Tickets - Sheila. Sylvia has been in various discussions to promote the Hall's use. The use of the hall by a district nurse is pending her appointment, expected in November.

9. Any other business.

Sheila - Judy [Church] has suggested opening up the hall on Remembrance Day 9th November to offer coffee and biscuits. All agreed *Action Sue to book the hall*

Kath reported that Judy had informed her that the purchasers of Audrey's house had found a load of pictures which they offered to the Hall. It was agreed to accept them

Action - Kath to let them/Judy know we would like them.

Sue suggested that as it was Children in Need we should place a collection bucket for donations at events. **Wendy** would print 'CIN' LOGO for bucket. All agreed.

Action - Sue arrange bucket.

Sue asked if the Hall was having a Christmas tree. We are.

Action - Helen to ask David Williams if the Village could have two trees, [bus stop, Hall]

The meeting closed at 9:15

Date of next meetings. 2nd February 2026. AGM

Monday 11th May - Trustee meeting

Monday 3rd August - Trustee meeting

Monday 2nd November - Trustee meeting

Monday 1st February 2027 AGM.