

Grampound with Creed War Memorial Recreation Ground and Public Hall



Minutes of the Trustees meeting to be held in the Committee Room on Wednesday 12th July 2017 at 7:30 pm

AGENDA ITEM	Action
<p>Present: Helen Bunt (HB) Bob Egerton (BE), Simon Fann (SF), Sarah Daniel (SD), (MT), Alison Ryves (AR), Kay Chapman (KC), Richard Pryor (RP) Richard Kitson (RK), Chris Elvy (CE)</p>	
<p>1. Apologies for absence Cat Evans (CE), Mark Taylor (MT) Welcome extended to Chris Elvy (Parish Council representative) who joins us for his meeting</p>	
<p>2. Minutes of last meeting Minutes agreed. No matters outstanding</p>	
<p>3. Financial Report</p> <ul style="list-style-type: none"> - Financial report circulated prior to meeting - Trading wise we are doing well but the water tank replacement means we are actually about £3k down on cash flow. Balances are at £30895.28 with £900 expected shortly from the FC to cover the school field rent. - Hall hire rates were discussed. Brownies, Guides and Rainbows may move to one night only – this would affect income but release a further evening for hire. - Evening hire rate were also discussed as overall a little low. Agreed that SF could use his discretion depending on the type of hire. 	SF
<p>4. Hall Report</p> <ul style="list-style-type: none"> - Yoga is back, start date tbc. Will go into Grampound Times listings. - Events listing until the end of the year is on display, listings sent via mail chimp and on website. - Two comedies from Edinburgh Fringe booked for 16th Sept. Need cakes for interval. Need to clear £400 then 80/20 gate split. 	
<p>5. Administration</p> <p>Fire Risk Assessments.</p> <ul style="list-style-type: none"> - School are taking responsibility for PAT and water testing but have enquired about our Fire Risk assessment process. SF reported that the files are kept in the kitchen and that here is a room and extinguisher position plan displayed in the hallway. - We have a fire risk assessment policy in place but should check this complies with current legislation. Look on www.hse.gov.uk for criteria and case study. - SF undertakes regular checks on identified risk, records and actions results. - PAT testing is due this month. - Fire drill and alarm testing is an area to update. Agreed this should include the school. We need a new assembly point sign. - How many free standing seats are allowed in addition to rake seating - current guidance to be checked. Procedure for evacuation of the rake would need thinking about. We are well within the number the hall is licensed to seat. Currently 190 - Emergency lighting - need contingency if all lighting failed. SF to purchase torches. 	SF SF HB SF SF

<ul style="list-style-type: none"> - Agreed that anyone who is willing to be a fire marshal to arrive at 7.20pm, prior to our meeting on 20th September, for a briefing and handout from Simon. Possibility of whole committee to be trained to assist in evacuating the building. - Agreed to have a fire drill after the fire marshal briefing. <p>Volunteers AR & RP produced draft designs for leaflet calling for volunteers to undertake specific roles. They will complete the designs and arrange printing for distribution with monthly village newsletter.</p> <ul style="list-style-type: none"> - Data protection annual license has been renewed 	AR/RP
<p>5. Fund raising</p> <ul style="list-style-type: none"> - Garlennick fund we were awarded £6000, £1500 less than our bid, but a good result. With Halls for Cornwall funding we have a total of £9315 towards upgrading the main hall ceiling and stage lights. - Agreed to go ahead with ceiling light replacement at a cost of £6235 including VAT the work to be completed during week commencing Monday 7th August. - Balance of £3079 would be spent on performance lighting upgrade costing in the region of £7000. Discussed possibility of either fund raising for remainder, reducing the amount spend or using free reserves. Agreed to use free reserves but that SF & HB would further investigate the cost. <p>Promoting the August Craft Fair there are still a few vacant stalls, all to look out for potential stall holders – must be “Made in Cornwall “and not too expensive.</p> <ul style="list-style-type: none"> - Extra publicity is needed – AR has a list of camp sites etc. - Posters will have pictures from previous craft fairs. BE produced car stickers for all. <p>Hall Defibrillator</p> <ul style="list-style-type: none"> - Recorded an official thanks to Annette and Bob Egerton for holding a coffee morning that has raised enough money to replace the pads for the defibrillator. - Agreed to take on maintenance from WI. To include weekly checks and monthly reports. Annette has kindly agreed to continue raising funds when needed. <p>Carnival 2017 Agreed to written proposals from Carnival Committee. HB to write and inform other users.</p>	<p>HB</p> <p>HB/SF</p> <p>HB</p>
<p>6. Future Development</p> <ul style="list-style-type: none"> - Kitchen improvements HB & SD to discuss and plan. Probably funded from Garlennick next year. New school catering company coming in next year who have been asked to remove posters so that the walls can be cleaned and painted. 	HB/SF
<p>7. Maintenance</p> <ul style="list-style-type: none"> - Nothing to report 	
<p>8. Contractual matters</p> <ul style="list-style-type: none"> - Nothing to report 	
<p>9. AOB</p> <ul style="list-style-type: none"> - Roundabout to be discussed at September meeting. SF to include invite for comments from parishioners in Grampound Times, Carnival edition. 	SF
<p>10. Date of next meeting Wednesday 20th September 2017 at 7.20</p>	