

**Grampound with Creed War Memorial Recreation Ground and
Public Hall**



**Minutes of the Trustees meeting to be held in the Committee
Room on Wednesday 18th May 2016 at 7:30 pm**

AGENDA ITEM	Action
Present: Victoria Ling (VL), David Taylor (DT), Bob Egerton (BE), Simon Fann (SF), Helen Bunt (HB), Kay Chapman (KC), Mark Taylor (MT)	
1. <u>Apologies for absence</u> –Cat Evans (CE) , Alison Ryves (AR)	
2. <u>Minutes of meeting</u> - held on 27 th April 2016- minutes agreed	
3. Financial Report MT circulated the half year financial report <ul style="list-style-type: none"> - Hire is still going well - Shows profit has fallen slightly due to the decision to fully refund all costs to the Hall Development Officer - NO bills for the toilets have been received yet- will combine with the hall bills if possible. - Utility bills have risen recently, MT will produce an analysis of usage. - To investigate environmentally friendly washroom facilities, when we consider refurbishing them. To investigate grants available for this - Playground bill for non-attendance for the inspection has been waived by the company - West Britton to put a free advert in November for the missed Antiques Fair one. - Card machine investigation is still in progress - Shop will be billed the £50 for the toilets at the end of the year 	MT
4. Hall Report <ul style="list-style-type: none"> - Enquiries have come in from holiday makers regarding shows, having seen posters advertising them - New show bookings have been made and an updated list to be circulated - Photos of the hall have been taken and will be uploaded to the website and Facebook - Grampound Times advert for hall is being written and submitted for the next edition - Questionnaire- Intention to go as an insert in Grampound times, and then walk round the village to engage with people and collect questionnaires. Consider using Survey Monkey, BE to check potential compliance issues. - To check with the ICO regarding our responsibilities regarding Data collection - Storage- there is no viable option at the moment for storage for the Brownies and Rainbows. To inform the leaders and if they have an alternative to propose it to the hall committee 	SF/VL SF BE HB SF
5. Fund raising <ul style="list-style-type: none"> a) Film Club <ul style="list-style-type: none"> - 85 people turned out for the first film club, with 59 signing up on the night. - Memberships have been sent to CFilm, and awaiting membership cards - Mail chimp had been set up, and the first communication sent regarding the next evening 	

<ul style="list-style-type: none"> - Email groups to be merged into one place - Next 6 films have been decided and will be communicated to the committee - Facebook group has been established - Suggestion to hire out cushions to make the experience more comfortable <p>b) Friends</p> <ul style="list-style-type: none"> - To be pushed at the transition market, many have renewed <p>c) Toilettwinning</p> <ul style="list-style-type: none"> - To set up a Just giving page and promote at Produce Market and Hall Events. This is a community event to raise money for toilets and water facilities in Sierra Leone. 	<p>SF/HB/DT HB</p> <p>DT</p> <p>BE</p>
<p>6. <u>Future Development</u></p> <ul style="list-style-type: none"> - Ham Field update <ul style="list-style-type: none"> - Bid has been submitted- awaiting reply - Grantscape Funding Panel meeting regarding Ham Field 14th June 2016 7pm in Hall - Lighting for shows <ul style="list-style-type: none"> - In progress - Lighting for main hall and external lights <ul style="list-style-type: none"> - No progress to be removed from agenda until time allows 	<p>DT/HB</p> <p>SF</p> <p>HB</p>
<p>7. <u>Maintenance</u></p> <p>a) Playground maintenance update To be looked at, at a local level to fix the problems Drainage to be investigated</p> <p>b) Signs To go up shortly</p> <p>c) Carpet will be deep cleaned</p> <p>d) Football club final- the hall to be cleaned after the event- to be paid for by the Football Club</p>	
<p>8. <u>Contractual matters</u></p> <p>a) MAT- Agreement has been signed</p> <p>b) Land registry- no further progress</p> <p>c) Ham Field- awaiting draft lease</p> <p>d) Bowling club- no further progress</p>	
<p>9. <u>AOB</u></p> <ul style="list-style-type: none"> - A couple that won the masked ball tickets, enquired about them. To be offered membership for the Film club and first film free- the couple have accepted this offer 	
<p>10. <u>Date of next meeting</u> 15th June 2016 All agenda items to be with the chair/secretary by 8th June 2016</p>	