



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

**Minutes of the Trustees meeting held on Wednesday
19th September 2018**

AGENDA ITEM	Action
Present: Kay Chapman, Tony Bowden, Simon Fann, Dean Jenkins, Richard Kitson, Richard Pryor, Alison Ryves, Mark Taylor and Annette Egerton (taking minutes)	
1. Apologies for absence – Helen Bunt, Sarah Daniel, Bob Egerton and Catherine Evans.	
2. Trustees were welcomed to the meeting by the chair, KC Minutes of the last meeting: Minutes agreed and no matters arising except those on the agenda.	
<p>3. Financial Report MT: MT reported that the bank was seeking more information regarding the change in signatories for the bank account. To be pursued. MT also reported that Elliot Wells has taken on the role of Editor of the Grampound Times following the retirement of Roger Paynter. Everyone was delighted with this news. MT had previously circulated the financial report said he wanted to highlight that the £900 due in August from the school goes to the football club who will be invoiced for it. He said that payments to utilities has now settled down to what the budget should be. He also said that the Parish Council will be invoiced at the end of the year for money owed on the public toilet. Cost for the LED lighting was £4671 and the grant from Grantscape was £5000. MT is awaiting a decision expected on Monday regarding a £400 grant from the Cornwall Glass Company Fund. MT pointed out that there was £32k in the bank at the end of August, however, there is now an issue with debtors, one being the Football Club who were behind with payments as well as owing SF £12 which dates back to May. If payments not made KC will follow up. Also raised was late payments from the Guides, Brownies and Rainbows and their request for lower rent. Details of this had been documented by SF and circulated and some Trustees had felt sympathy for the Guides, Brownies and Rainbows, however, there was concern that this was setting a precedent and that perhaps a compromise was seeking some volunteering work such as gardening which could be done during their meetings and under the guiders supervision. The facilities the Hall offered and was used by the groups included play area, Ham's field, recreation ground and those within the hall. However, there was no guarantee that new users would pick up the use of the hall should the group go elsewhere. It was agreed that the Guides outstanding invoice needed to be paid before new fees agreed. It was also agreed that the Hall Trustees could not offer more storage as requested by the groups because there was none currently available.</p>	<p style="text-align: right;">MT</p> <p style="text-align: right;">MT</p> <p style="text-align: right;">KC</p> <p style="text-align: right;">MT/SF</p>

<p>4. Hall Report SF: SF Reported that he was unable to carry out legionnaire testing owing to the failure of the water pump and this is recorded. He further said that testing and weekly flushing of the system could have an impact on water bills. TB asked about grey water collection which could be used for the urinals and he was asked to look at the matter and report back. SF said he was concerned about future maintenance of the hall with HB not seeking re-election to committee, he wanted to make it clear that this was not a role he would be able to take on. MT said his understanding was that HB and IB would help if they were available even though not on the committee. KC said a procedure was needed to go forward. SF raised the issue of key holders with HB standing down and AE added that BE was unable to continue on the committee due to council commitments although he was willing to continue taking responsibility for the tasks he currently undertakes. In an email SD had also said that work commitments meant she could not continue to represent the school after November's AGM. SD also added that some tasks she would continue to help with if free. In the light of this information AR offered to become a keyholder and to open up for Taekwondo. Emergency planning will need to look again at the three named keyholders.</p> <p>SF then raised issues regarding October's film club as he would be away and unable to assist Irving Bunt (IB) with seat raking as well as future months when HB and IB are not available. He reported that SD and Hugo are prepared to help with raking and setting up equipment, AR to help set up and help in kitchen and AE will provide refreshments. There was a general feeling that Trustees would like the film club to continue and AE suggested that it was not necessary to have a film in January or possibly July or August. SF to make contact with HB regarding the mailchimp account, choosing the film etc.</p> <p>SF also asked who would be clearing up after future Antique Fairs and MT and KC said they would take it on.</p> <p>Beer Festival. SF said planning for next year's festival was underway and he had booked excellent entertainment. MT is keen that security is booked and SF to follow up with Trevor Mannell. MT no longer able to provide printing and hoped that BE could do the printing.</p>	<p>TB</p> <p>?</p> <p>All Trustees</p> <p>SF</p> <p>MT/KC</p> <p>SF/MT/BE</p>
<p>5. Administration Legionnaire's Method Statement. DJ will organise a blank method statement. Defibrillator. It was agreed for KC to organise first aid training and to put signage in a more prominent position with new signage sourced by DJ. It was agreed not to move defibrillator as it needed to be in the shade and not in direct sunlight. AE to write instructions to be used by shop volunteers and agreed by MT.</p> <p>KC has been told that a hall door had been left unlocked and Kevina Taylor believed it to be the side door which could have been left unlocked by the football club. Need to check key works and remind existing keyholders that it is their responsibility to ensure the doors are properly locked. TB kindly offered to review the village hall keyholder policy.</p>	<p>DJ KC/DJ</p> <p>AE/MT</p> <p>KC</p> <p>TB</p>
<p>6. Fundraising: AR and RP reported that the recent Craft Fair was not quite as good as would have hoped but the stallholders were happy and had reported that generally people were not spending as much at other events either. The hall was down around £200. However, already 35 stalls have been booked for October with stallholders very keen to continue. AR and RP to look at advertising more widely and using social media more. The next craft fair will take place between 22nd -26th October.</p>	<p>AR/RP</p>

<p>7. Future Development: Update on Friends of the Hall. RK reported RP was working on a flyer to go to the whole village seeking new Friends of the Hall although they were unable to deliver it. RK asked if it could be delivered with the monthly produce market leaflet and AE thought BE could do so. No new member had been recruited as yet.</p> <p>Vandalism.Trustees had received two quotes for CCTV and agreed the lower quote, however, MT felt that as much of the problem seemed to have stopped with only a very minor incident recently he proposed to 'hang fire' and keep a watching brief. This was agreed by the Trustees.</p>	RK
<p>8. Maintenance HB reported in an email to the Trustees that the boiler is due for service so she has instructed Sureflow to carry out the work as they had installed he new boiler and serviced it last year.</p> <p>PAT testing of our electrical equipment is due in late October which someone will need to oversee. SF to look at this.</p> <p>HB purchased the paint and materials for paining the foyer and passed volunteer details to TB. TB reported that he needed to know when the main hall and the foyer was accessible for work to be done. SF to let him know. AR volunteered to help with committee room. TB said that if there was sufficient paint the male toilets would be decorated followed by the female ones.</p>	HB SF SF
<p>9. Any other business RK reported that washing up had been left for Val Warrington to do prior to the Antique Fair. No one knew who was responsible. RK further reported that the public were accessing the Antique Fair before the opening time of 10 am and it was becoming a problem for the organisers. It needed a sign that no public admission before 10 am.</p> <p>MT said that as three Trustees were retiring the other trustees needed to be talking to people to try to get new trustees at the AGM.</p> <p>The AGM will be on 28th November at 7.30 pm followed by a Trustees meeting.</p> <p>KC said she was willing to remain as a Trustee but was not willing to remain as Chair.</p>	

Date of next meeting: AGM Wednesday 28th November 2018 followed by Trustees meeting.