

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



**Minutes of the Trustees meeting held in the Committee Room
on Wednesday 15th February 2017 at 7:30 pm**

AGENDA ITEM	Action
Present: Simon Fann (SF), Helen Bunt (HB), Kay Chapman (KC), Mark Taylor (MT), Sarah Daniel (SD), Richard Kitson (RK), Cat Evans (CE)	
1. Apologies for absence – Alison Ryves, Richard Pryor, Bob Egerton, Victoria Ling	
2. Minutes of meeting - minutes agreed	
<p>3. <u>Financial Report</u></p> <ul style="list-style-type: none"> • MT presented a budget forecast for the current year. It was noted as healthy with a small underspend predicted. • £832 advertising costs are attributed to Antique Fair advert in Western Morning News. More could be spent on promoting events. Maintenance spend to date including some of boiler replacement costs. Ham Field costs will be equal to Grants received. • A Reserves Policy was discussed. HB agreed to look into Charity Commission guidance. 	HB
<p>4. <u>Hall Report</u></p> <ul style="list-style-type: none"> • Recent shows have been well attended and profitable. New shows and events are being planned. Updated list to be circulated soon • Outside booking are going well too. Interest from McQuarrie and Toms and Jazz Company. Hall will host wake for Catherine Rentall on 24th February. • Funding application to replace hall main lights is being prepared. Replacements would be LED (environmentally friendly and greatly reduced running costs). • Environmental & Sustainability Policy was discussed and agreed to action. 	SF SF/HB HB
<p>5. <u>Administration</u></p> <p>a) Policy documents</p> <ul style="list-style-type: none"> • Key Holders Policy agreed with minor amendments. Insurance would cover risk associated with keys issued to regular hirers, but not casual hires. They also confirmed no need for alarm system. • Equality & Diversity Policy agreed with minor amendments. • Child and Vulnerable Adults Policy agreed with minor amendments. Acknowledged as very important, we would expect all organisations to adhere to their own safeguarding policy – this would be enforced as a condition of hire. • Continue to develop all policies - these to feed into updated terms and conditions attached to all hire agreements. 	HB

<p>b) Recruiting volunteers. Include on next agenda.</p> <p>c) Return relating to a small society lottery required by Cornwall Council (100 club)</p> <ul style="list-style-type: none"> The meeting agreed that Mark Taylor and Helen Bunt, as Trustees of the Charity, be appointed to sign the return. MT and HB having been appointed in writing by the Trustees of the charity would certify the returns relating to lotteries conducted for the benefit of the charity and would certify that to the best of their knowledge and belief the information contained in the return is in all respects correct. 	<p>RP</p> <p>MT/HB</p>
<p>6. <u>Fund raising/events</u></p> <p>a) Beer Festival</p> <ul style="list-style-type: none"> A very successful community event which made a pleasing profit. High GP margins were achieved, 80% of beer sold, food and snacks went very well as did soft drinks. Wine didn't sell so one box donated to PC for Parish Meeting - thanks received. Entertainment was well supported and generally very popular. Agreed to start planning for 2018 in June. Agreed to purchase 2018 commemorative glasses for next year Move the date to avoid clash with rugby internationals Provide a designated smoking area away from front porch Kitchen poorly equipped for catering. Add to agenda for next meeting RP & RK have written a piece for Grampound times Recorded sincere thanks to Mark, Sarah and Simon for their hard work organising such a successful event. <p>b) Craft fair, 4th to 8th April</p> <ul style="list-style-type: none"> Report from RP & AR was well received. Cover rota to be planned at next meeting RK looking for advertising opportunities. 	<p>SF</p> <p>HB</p> <p>AR/RP</p>
<p>7. <u>Future Development</u></p>	
<p>8. <u>Maintenance</u></p> <p>a) Playground safety check</p> <ul style="list-style-type: none"> Refer to BE – is this an annual event and does he want to be present at the inspection. Wallgate hand washer in public toilet to be serviced. MT to inform PC of budget implications. 	<p>BE</p> <p>MT/HB</p>
<p>9. <u>Contractual matters</u></p> <ul style="list-style-type: none"> Leases and land registration have been chased and are moving slowly 	
<p>10. <u>AOB</u></p> <ul style="list-style-type: none"> The Committee recorded thanks to the Mannell family for donating two beautiful copper beech trees for the Ham Field in remembrance of Mr Mannell who planted one of the existing trees at the entrance while at Grampound School. A privacy issue with the mirror in the mail toilet was identified. Mirror to be moved or removed 	<p>HB</p>
<p>10. <u>Date of next meeting</u> Wednesday 15th March 2017</p>	

