



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

**Minutes of the Trustees meeting held on  
15<sup>th</sup> May 2019**

AGENDA ITEM	ACTION
<b>Present:</b> Kay Chapman (chair), Mark Taylor, Simon Fann, Alison Ryves, Richard Pryor, Tony Bowden, Lynda Cash, Lizzie Molden (taking minutes)	
<b>1. Apologies for absence:</b> Dean Jenkins, Cat Evans, John Ward	
<b>1a. Resignation of a Trustee:</b> KC shared that RK has resigned as a committee member and the Friends List will need to be taken on by another Trustee.	
<b>2. Minutes of the last meeting:</b> Approved. MT to arrange kitchen locks.	<b>MT</b>
<b>3. Financial Report MT:</b> <b>a) Accounts:</b> All Trustees received accounts via e-mail. MT discussed that income was down slightly through March/April, due to the Beer Festival. The Call my Bluff wine event made approximately £94 and committee members who attended this noted that the event was enjoyable and successful. <b>b) Bookers Account:</b> AR noted that a Bookers account has been opened on behalf of the hall and is now available for use. <b>c) Card Reader:</b> MT discussed buying a card reader for use at hall events. These would cost £19 + VAT. The card reader can be used with Wi-Fi via a tablet or phone and charges a fee of 1.69% for each transaction. Committee members discussed the pros and cons of purchasing and using a card reader for hall events and it was agreed that this might be a more suitable option for some events than others.	<b>MT</b>
<b>4. Hall Report SF:</b> <b>a) Upcoming Hire:</b> 18 <sup>th</sup> May – Riots and Lobsters (just hired the hall for £100 without publicity), 1 <sup>st</sup> June – Thomas Bowes, 29 <sup>th</sup> June – Scratchworks Theatre: Womans, 7 <sup>th</sup> July – Diggory Piper: The Worst Pirate Ever. SF to deliver flyers to the school to advertise the children’s production.	<b>SF</b>
<b>5. Administration</b> <b>a) Defibrillator Training:</b> KC to arrange this.	<b>KC</b>
<b>6. Fundraising &amp; Events</b> <b>a) Craft Fair:</b> RP raised the need for increasing publicity for Craft Fairs, which will hopefully be achieved through the Yarn Bombing event. See 7a. <b>b) Wine Call My Bluff:</b> All Trustees who attended the Wine Call My Bluff event agreed that this was a successful event and thanks were passed on to MT for organising this. MT suggested that as a committee, we should consider how often we offer events like this. KC discussed the possibility of a ‘Wine and Wisdom’ event, which the committee agreed was a good idea.	
<b>7. Future Development:</b> <b>a) Recruitment Campaign and Publicity Idea – Yarn Bombing:</b> RP discussed that arrangements are underway for the Yarn Bombing event. Despite that many items have already been knitted, more people are still required to help with this. The knitted items will be kept up around the village throughout the Carnival, in order to	

<p>increase publicity for that event as well. SF noted that it might be a good idea to advertise the Yarn Bombing on the radio for the duration of the event in order to maximise publicity. RP will speak to Richard Kitson regarding this.</p>	<p>RP</p>
<p><b>8. Maintenance</b></p> <p><b>a) Water Leaks:</b> SF discussed that the leak is the Bowling Club’s responsibility. SF noted a further leak in the hall toilets which was noticed by the Girlguides. Although this was a simple fix – a bottle had been jammed into the top of the cistern – it is not sustainable for SF to support all areas of hall maintenance alone. TB noted that modern toilets are more secure and energy efficient and to install these toilets across the hall, it would cost approximately £120 per toilet. All Trustees agreed that this would be a good way forward.</p> <p><b>b) Dishwasher &amp; the kitchen:</b> The new dishwasher has been installed in the hall kitchen and is working well. Thanks to AR and RP for arranging and overseeing this.</p> <p><b>c) Playground:</b> The maintenance for the children’s playground is up to date.</p> <p><b>d) Ham Field:</b> It was agreed by all Trustees that a plan should be made for the on-going maintenance of Ham Field. AR discussed that she had spoken with Darrell Webster, who is happy to maintain the grass with his ride-on mower. The cost of this would be £150 per day to cut the grass on a regular or one-off basis. KC raised the need for an on-going maintenance plan. It was suggested that DJ could approach the Alan Webb of the Football Club about cutting the grass on a regular basis for a reduction in hall rent. It was also suggested that the committee should approach the Multi-Academy Trust regarding the school’s use of Ham Field. A few ideas were discussed by the committee regarding the use of Ham Field by the village. Some ideas around promoting use of the field include: a BBQ and tidy up event (which could be linked in with carnival), a pop-up bar event, an open air festival in replacement of the Beer Festival.</p> <p><b>e) General Maintenance:</b> It was agreed by all Trustees that we should address the general maintenance of the hall. KC suggested that this might be through hiring a property maintenance company to oversee the hall on a regular basis or that this might be possible through an ‘on-call’ setup, whereby a willing resident of the village would be happy to be called out to help with hall maintenance issues. AR suggested that Keith Sutton might be interested in being on-call to help with such issues and agreed to discuss this with him. SF noted that it would be a good idea for himself and TB to chat with Keith regarding the hall maintenance, if he decides to undertake this role.</p>	<p>DJ/AR/KC</p> <p>AR/SF/TB</p>
<p><b>AOB</b></p> <p>SF is away on Sunday 26<sup>th</sup> May and Bob Egerton and CE have agreed to open and close the hall on this day.</p> <p>KC asked all Trustees if they are happy with the way in which the agenda is working. All Trustees agreed that the agenda works well and KC reminded the committee that if they wish to add something to the agenda, they should contact her.</p>	<p>CE</p>
<p><b>Date and time of next meeting: Wednesday 17<sup>th</sup> July 2019 – 20:00</b></p>	