

Grampound with Creed War Memorial Recreation Ground and Public Hall



Minutes of the Trustees meeting to be held in the Committee Room on Wednesday 20th September 2017 at 7:30 pm

AGENDA ITEM	Action
<p>Present: Helen Bunt (HB) Simon Fann (SF), Kay Chapman (KC), Richard Pryor (RP) Richard Kitson (RK), Chris Elvy (CE) Cat Evans (CE), Mark Taylor (MT), Dean Jenkins (DJ)</p>	
<p>1. Apologies for absence Bob Egerton (BE), Alison Ryves (AR), Victoria Ling (VL), Sarah Daniel (SD), Welcome extended to Dean Jenkins as a co-opted member of the committee.</p>	
<p>2. Minutes of last meeting Minutes agreed. Any matters to come up with agenda items.</p>	
<p>3. Financial Report MT</p> <ul style="list-style-type: none"> - Financial report for the trading year circulated prior to meeting in draft form as some income and adjustment will occur before end of September. - MT advised in previous years there has been a trading loss, for this financial year there is a £6,000 trading profit. Friends income and the 100 Club income has gone down compared to previous years (the latter because there are currently only 63 numbers sold), but donations, hall hire, school hire, events and show income are all up. - Expenditure is down in terms of running costs. However the actual bank balance is down overall due to the purchase of fixed capital assets (eg lighting and boiler and water tank). Although some grant money was obtained for these items they still required some funding from hall money. The reserved fund has been reduced from £40,000 to £30,000 – the figure previously agreed by the committee as appropriate – with £10,000 being moved into the profit and loss account to assist with such capital spend. Depreciation of the hall and its fixtures is running at £11-12,000 pa. The accounts will show £6,000 creditors mainly because the invoice for the school and their payment falls right at the start of the academic year. - HB raised the issue of the stage/performance lighting and the £3,000 that will be necessary to match fund the £3,000 grantscape funding already secured. MT confirmed that will not be necessary to record in the 2016-17 financial year figures as it will not be allocated or drawn upon until the next financial year (work intended over Christmas holidays). - MT advised utility contracts are up for review, for the gas and electric MT has secured a nominal £28pa increase fixed for 36 months subject to committee approval. Vote taken and unanimously agreed to proceed on that basis. - 100 Club. Due to aforementioned decline in numbers the quarterly first and second prizes will stay the same at £50 and £25 and the first annual draw prize will still be £100, but the second annual prize will depend on what is left as a percentage of money received after the £100 has been taken into account. - June 100 Club draw delayed til this meeting: First prize Jane Sloan £50, second prize Margi Lundie £25. September draw: first prize Simon Fann £50, Nigel Stephens £25. - Closing year's financial accounts to be drawn up for the AGM 	<p>MT</p>
<p>4. Hall Report all SF</p> <ul style="list-style-type: none"> - Regular hire: Yoga has started on Fridays, some people attending but more would be better. Has gone in Grampound Times and local posters. 	

<ul style="list-style-type: none"> - Show feedback: Sleeping Trees a financial and performance success – good audience feedback and £245 income generated. The contract fee this company charge for 2 shows is £1300 so the negotiated contract was advantageous to the hall. This show exemplified the ideal outcome: decent money to the company, hall profit, superb quality, attracted new people who had never come to the hall, written piece in the Cornish Guardian/West Briton which helped attract new people, good publicity on the radio (thanks to RK), thanks to HB for home baking for interval sales. - Hall continues to host a varied menu so next up we have: Fathom Theatre – all female Cornish company – performing Twelfth Night on 7th October 7.30 (private contract 80/20 split of ticket sales), Gerald Osborne performing a nationally acclaimed reciting of Mark’s Gospel on Friday 20th October 7pm (straight hire fee for the night by the church), An Evening with Mandy Starr Saturday 21st October 7.30pm (straight hire by Shirley Turner fundraiser for Cornwall Hospice Care). Three totally different offerings with probably different audiences.....main thing to note is for virtually all shows the out of village audience is about 75% of the total, so posters and fliers help but it is Facebook, radio, mailchimp etc that needs to reach out to maintain attendance. - SF explained why the proposed fire drill set for this meeting could not occur, namely the monitoring company that need to be notified to put the system on test had no record of the all on their system when SF phoned them. Action: SF to investigate why this was the case. Date of fire drill to be next meeting. - The committee discussed the possibility of live streaming events in the hall. Main issues are technical ability to do this and cost of any such contract with CFYLM. HB and SF to investigate further and report back. 	<p>SF</p> <p>SF/HB</p>
<p>5. Administration</p> <p>Fire Risk Assessments.</p> <ul style="list-style-type: none"> - SF had emailed around an update of the fire risk assessments. Committee agreed this looked satisfactory, therefore no requirement to go to external paid risk assessor at this time. One item still to be confirmed from last minutes, namely issue of freestanding seats – SF to investigate best practice - Emergency lighting - need contingency if all lighting failed. SF has now purchased new torches and put them in the locked equipment cupboard for use at shows. - As noted above planned fire drill postponed. This plus marshal basic information training can take place after AGM. - PAT testing the school MAT PAT tester has sent email claiming for payment for PAT testing the hall. However no stickers have been found with revised dates on any hall items, plus the report emailed across refers to the ‘toaster’ in the kitchen as an example, yet the hall has no toaster. HB to follow up with MAT representative at a meeting. No payment for services to be made until confirmation received of what has been done, - Volunteers AR/RP to work with the produced cartoon designs for leaflet calling for volunteers to undertake specific roles. They will complete the designs and arrange printing for distribution with monthly village newsletter. It was agreed by all that more volunteers for specific functions would be beneficial in spreading workload and encouraging more participation from the village in running what is their hall. Other ideas on how to do this welcomed. Especially important to find people to fill any antiques fair rotas due to the income this generates. - Friends RK to publicise the scheme as income has dropped. When renewal becomes due RK will redesign the form and information. There is still the need to clarify what being a friend brings as a benefit: yes there is status of being a supporter of the hall, but what else? Previously examples – free drink at the beer festival. SF advised getting advance information about shows does not work for us due to the need to get as much info out to all potential audience. DJ suggested that if people do volunteer to 	<p>SF</p> <p>SF</p> <p>HB</p> <p>AR/RP</p> <p>RK</p>

<p>do work as mentioned above then that could confer Friends status and any benefit therefrom. All agreed there needs to be a refocus after the AGM.</p> <ul style="list-style-type: none"> - AGM will be 22nd Nov 7.30pm. HB to email VL to confirm what paperwork needs to be in place. MT and SF to do an annual report. Trustees coming to the end of their 3 year terms need to resign and re-stand....applies to RP for sure, VL to confirm who else this applies to. 	<p>ALL</p> <p>HB/VL MT/SF</p>
<p>5. Fund raising</p> <p>October Craft Fair there are now 33 tables allocated which equates to £660 income before any entrance fee/refreshments etc. Baking required by as many as can do it for sale during the week. All items made in Cornwall plus quality of items should attract similar results as August when stallholders took £2500+ and the hall made £897 in all. It was agreed that a daily total should be produced – this is good info to have, for example to identify most/attended or most money spent days.</p>	<p>AR/RP</p>
<p>6. Future Development</p> <ul style="list-style-type: none"> - Kitchen improvements HB & SD to discuss and plan. Cooker replacement a definite priority. Probably funded from Garlenick next year. - Refit other lighting – now we can see how good the LED main hall lights are the foyer and the meeting room and all other parts should have similar lighting upgrades which will save money, reduce carbon footprint and reduce maintenance time (many thanks to Irv mostly for doing this) when so many bulbs fail. Again can be considered for wind turbine bid next year. - Blinds – MT suggested getting someone in to quote for replacing blinds as many are worn, damaged, tatty. All agreed costs should be identified. - Painting – HB suggested and it was agreed that a fresh coat of paint internally would improve the appearance of the venue. To be scheduled maybe for summer when there is less usage. 	<p>HB/SD</p> <p>HB</p> <p>All/painting party</p>
<p>7. Maintenance</p> <ul style="list-style-type: none"> - Tap on wash hand basin in the kitchen has a leak. HB to investigate. - RP proposed, and all agreed, a massive thank you to Irv and Helen for all these minor but very time consuming works they take on and do for the benefit of the hall. Essential and very much appreciated – thank you. - Roundabout – the ROSPA report findings were summarised, namely the roundabout was found by their expert inspector to present a similar level of risk as one of the gates and the ground conditions. The report confirms that the roundabout complies with the current relevant safety standard. The report also states that this is an old piece of equipment and that corrosion is evident, this should be treated and monitored. - So, although serviceable now, its current lifespan is likely to be limited to three years. In addition to this ROSPA report the playground also requires a regular visual check and this check does show there is corrosion because the roundabout is metal and therefore subject to ongoing risk of rusting. So the question to consider was not just its current condition but the potential for ongoing future deterioration and any such works that would be necessary to address the impact of corrosion. - The committee as a whole discussed how much time and cost would be necessary to address such issues for an item which ROSPA itself says has only a three year lifespan in its current state. It was put to a vote and all trustees unanimously agreed that such expenditure could not be justified. Accordingly it was decided that the roundabout remain out of service and available options be assessed such as: 	

<ul style="list-style-type: none"> - (a) using metal earth anchors to prevent the roundabout from spinning and retaining it in place. Some work would still be required but this would be nothing like replacement of plates or sections which would have been necessary to keep it functionally spinning. It could be that wooden slats could be incorporated to turn it into a seat. HB to investigate costs. MT to discuss options with insurance company. - (b) complete removal of the current roundabout including the concrete housing for the bearing. This is a considerable task in terms of labour and cost, estimates up to £12,000 if it were to be replaced with a modern wheelchair accessible ground level mounted roundabout. It was agreed by all that there is no money at the moment to commit to this, and it is not a priority for fundraising by the hall committee. It was mentioned that parents may wish to take on the fundraising. 	HB/MT
<p>8. <u>Contractual matters</u></p> <ul style="list-style-type: none"> - Nothing to report 	
<p>9. <u>AOB</u></p> <ul style="list-style-type: none"> - MT advised there is a meeting in the hall on 30th Sept after the produce market about the Parish Council and any potential support for a bypass. - CE advised there might be potential for drama workshops in the hall in Jan/Feb. SF to liaise with CE re availability. 	SF/CE
<p>10. <u>Date of next meeting</u> Wednesday 22nd November AGM 7.30</p>	