



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

**Minutes of the Trustees meeting held on Wednesday 17
January 2018**

AGENDA ITEM	Action
<p>Present: Kay Chapman, Helen Bunt, Sarah Daniel, Bob Egerton, Cat Evans, Simon Fann, Dean Jenkins, Richard Kitson, Richard Pryor, Mark Taylor and Annette Egerton (taking minutes)</p>	
<p>1. <u>Apologies for absence</u> – Alison Ryves and Chris Elvey</p>	
<p>2. Kay Chapman welcomed Trustees to the meeting. <u>Minutes of the last meeting:</u> Minutes agreed and no matters raised other than those on the agenda.</p>	
<p>3. <u>Financial Report MT:</u> MT circulated a financial report (attached) and highlighted that the income from events and shows was good. Recruitment of Friends of the Hall was going better than the previous year and the expenses level was where it should be. MT proposed that KC be added as a cheque signature and that Victoria Ling's name be removed.</p>	
<p>4. <u>Beer Festival 16 & 17 February:</u> MT circulated costings for the forthcoming beer festival and said new glasses for 2018 proved £100 cheaper than the plastic ones the previous year. MT discussed the beers and ciders on offer from more than 10 suppliers. He said that because the dates coincide with half-term it will be easier to set up. MT to ask Tony Davies to borrow bunting. MT to organise Rota for bar and entrance, BE to circulate requests for volunteers to help with bar and clearing up. MT to ask Driftwood for loan of bar. SD to organise the catering and is looking at options and she is to put together a rota of volunteers Philip Freer is unable to do so this year. HB to update beer signs with new dates and will contact Cornwall Screen Print, she will also look to replace banners which were lost last year. ALL to help with clearing hall on Saturday night ready for the Antique Market the following day.</p>	<p>MT</p> <p>SD</p> <p>HB</p> <p>ALL</p>
<p>5. <u>Hall Report SF:</u> SF reminded Trustees that We are Bronte is at the hall on Saturday and it was hoped it would attract a good audience. A discussion took place regarding a booking which took place the previous Sunday and when the trip switch blew, the people hiring the hall phoned the key holders but none were in the village at the time and HB had to return to resolve the problem. It was decided that a key safe should be installed and volunteers be trained to access plant room, store cupboard, cleaning store and heating system so that a wider number of people could be called upon in an emergency. All Trustees volunteered to be on a circulated list and training to take place on Wednesday 24 January. SF to circulate list of events.</p>	

<p>6. Maintenance HB: Fire Drill - HB awaiting quote from Waldon and some work to be carried out. Fire drill to be organised in a couple of months. Legionella Testing HB said it was an airborne disease and the hall has a duty to assess risk, CC has done an assessment and the hall is not high risk. DJ contacted friend who is an expert on the matter and he has commented on the report and how to progress a log book and regular testing. The public toilet cleaner currently checks temperatures in toilet and could be given responsibility for keeping hall log book up to date. HB and DJ to report back at the next meeting. Stage Lighting: HB said that following upgrading of lighting there was a further £3000 from Grantscape and CC fund for improving stage lighting. She has been talking to a business who potentially may be able to carry out the work.</p>	<p>HB</p> <p>HB DJ</p> <p>HB</p>
<p>7. Fundraising: Antique Fair: RP concerned that some stallholders take a long time to pack up and leave and he will look to improve the timing. He further said that a retro mobile hair and make-up van was seeking to attend the fair and work from the car park. BE was worried about taking up valuable parking space and it was agreed that RP would pass the Trustees concerns to VW. RP to look after the takings until BE picks it up from him. Film Club: HB informed the meeting that recently numbers attending had reduced a bit which might be weather related, however, she has spoken with film club members she was looking at introducing a few older and classic films along with recently released ones. CE asked if baby friendly films could be looked at, it was decided to find out more about clubs/cinemas that offer such events. SF to inform the hall's theatregoers of future films being shown and it was suggested an advert could be placed in Probus News. Craft Fair 2 - 6 April 10 am to 5 pm RP said that the cost of hiring a stall had been increased to £30 and he has some bookings already. He said that a preview session was being considered for Sunday 1 April from 6-8 pm for Friends of the Hall, stall holders and customers with wine being served. Friends of the Hall/100 Club RK said that HB had kindly written a letter to go out to members and he asked for help with delivery.</p>	<p>RP</p> <p>BE</p> <p>SF</p> <p>RP</p> <p>RK</p>
<p>8. Future Development: BE had circulated a proposal to introduce car parking charges and after discussion it was generally agreed to bring in charges on 1st April. Grantscape bid: BE said the closing date for bids is 21st March. A discussion followed regarding various projects including upgrading the timer clock and repositioning it for lighting. Kitchen improvements including a new cooker, LED lighting in the foyer, toilets and changing rooms. HB to look at quotes for LED lighting and SD to investigate the cost of a new cooker. MT to write bid.</p>	<p>BE</p> <p>HB SD MT</p>
<p>9. Any other business: KC said she has been contacted by the school catering provider regarding their wish to display certificates, menus etc. It was decided they be informed to meet HB to discuss. SF asked that the new general data protection should be an item on the next agenda. KC passed her thanks to Irving Bunt for his dedicated work clearing the drain. KC thanked HB for organising the Hall Christmas tree at St Nun's but felt this should role should rotate amongst the Trustees. CE willing to be considered.</p>	<p>KC HB</p>

Date of the next meeting; Wednesday 21 March