



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

Minutes of the Trustees meeting held on

28th November 2018

AGENDA ITEM	ACTION
Present: Dean Jenkins, Kay Chapman (taking minutes), Mark Taylor, Simon Fann, Alison Ryves, Richard Pryor, Richard Kitson, Cat Evans, Tony Bowden, Lynda Cash	
1. Apologies for absence: None	
1a. Election of Officers: Dean Jenkins was elected as Chair; Kay Chapman was elected as Vice Chair; Mark Tylor was elected as Treasurer. Kay Chapman agree to be Minutes Secretary	
2. Minutes of the last meeting: Approved. No matters arising not on this agenda.	
3. Financial Report MT: Expenditure items for mention were boiler servicing; kitchen shutter repair/service; maintenance of the rake. The company that came to do the work on the rake were most complimentary about the condition of the equipment, given its age and frequency of use. Thanks and acknowledgement went to SF for his care of the rake.	
4. Hall report SF: The fire alarm and fire extinguishers are due to be serviced, which will necessitate cost. SF raised the idea of an induction pack for new Trustees. SF welcomed LC, who then introduced herself as a new Trustee. The Tragedian was a huge success and SF explained the plan for a performance of all three parts, on a Saturday in April or May, to start at 18:00 with two intervals at a cost of £15.	SF
<p>5. Administration</p> <p>a) Legionella Method Statement: Received and filed. SF monitors the water and would alert the appropriate authority should any test result be outside tolerance. It was agreed that this item is resolved and be removed from future agenda.</p> <p>b) Defibrillator: MT reported the shop have a card with the password and instructions in the till that can be issued should anyone need to use the defibrillator. Training – MT to ask shop for dates and then KC to contact Mike Bulley (instructor). Signage – MT to investigate.</p> <p>c) Key holder policy: Policy has been updated by TB and agreed by Trustees, so it is ready to go on the website (forward to Bob Egerton who is kindly maintaining the website for the time being). SF will collect the signatures of the key holders who are trusted regular users.</p> <p>There was a discussion about the front door and it was decided to make a bid to the Grampound Community Fund to replace the door with one that has a more secure locking mechanism and that has a higher eco-rating. TB to find quotes; MT to write the bid.</p> <p>d) Time and frequency of Trustee meetings: It was agreed to keep meetings bi-monthly and to start at 20:00.</p>	<p>MT/KC</p> <p>MT</p> <p>TB SF</p> <p>TB/MT</p>
6. Fundraising & Events	

<p>a) Craft Fair dates 2019: Dates agreed were 15th to 19th April; 12th to 16th August; 21st to 25th October. It was noted that the 20st October is an Antiques Fair day, so that will need to be cleared promptly in order for the craft stallholders to set up.</p> <p>b) Film Club: Membership renewal is beginning of February. It is planned to post a flier to every house in the village with the titles of forthcoming films. February – Eddie the Eagle; March – Shape of Water. Trustees to send ideas for April, May and beyond to SF. SF to re-send the list from which to choose.</p> <p>c) Beer Festival: Entertainment – SF (almost all booked); beer – MT; food – KC to contact Sarah Daniel to check she is still able to provide the food; security – SF. There was discussion of holding a wine tasting evening (a ticketed event). This was agreed. MT to contact someone who organises ‘Wine Call My Bluff’. Aiming for the end of March.</p>	<p>SF</p> <p>SF/MT/KC</p> <p>MT</p>
<p>7. Future developments: RP explained an idea he has for increasing awareness of the Hall and events. It was agreed to get a team together after Christmas to work on this to display on 14th April 2019, the night before the next Craft Fair. Scoping volunteers were CE and KC.</p> <p>a) Update on Friends of the Hall: It was agreed to leaflet the whole village (same flier as Film Club titles) bi-annually in the form of a newsletter at the end of January and in July. Ideas to SF.</p> <p>b) Recruitment campaign: It was agreed to keep up requests for helpers and to fill the vacancies for Trustees and the MAT representative. The Trustees would like to know from the Parish Council who delivers the Grampound welcome packs to people who have recently moved into the village.</p>	<p>RP/CE/KC</p> <p>SF/RK</p> <p>All Trustees</p> <p>MT/TB</p>
<p>8. Maintenance</p> <p>a) PAT testing: Pending</p> <p>b) Progress on repairs and painting the Hall externally and internally: Internal painting - TB reported that this will recommence in the school Christmas holidays. Volunteers are needed. External painting – MT reported the eaves and posts outside need painting and agreed to include this in the Grampound Community Fund bid. TB has started to draw up a maintenance plan for the Hall based on Health and Safety Executive recommendations.</p>	<p>SF</p> <p>TB</p> <p>MT</p> <p>TB</p>
<p>AOB</p> <p>RK is going to decorate the Hall Christmas tree at St Nun’s Church. This was kindly donated by Sarah Daniel of Pengelly Garden Centre.</p> <p>KC is away on 16th December so is unable to help pack away after the Craft Fair.</p> <p>The Trustees were saddened to hear of the passing of Roger Paynter and those Trustees attending his funeral on Friday 30th November will pass on condolences from the Hall Committee to the family.</p>	<p>RK</p>
<p>Date and time of next meeting: 20:00 Wednesday 16th January 2019</p>	