



**Grampound with Creed War Memorial
Recreation Ground and Public Hall
Minutes of the Trustees meeting held on
16th January 2019**

AGENDA ITEM	ACTION
Present: Kay Chapman, Mark Taylor, Simon Fann, Alison Ryves, Richard Pryor, Cat Evans, Tony Bowden, Lynda Cash, Lizzie Molden (taking minutes)	
1. Apologies for absence: Dean Jenkins, Richard Kitson	
1a. Welcome to new Trustees: Lizzie Molden and Lynda Cash were both welcomed as new Trustees. Lizzie agreed to be Minutes Secretary when Kay leads meetings.	
2. Minutes of the last meeting: Approved. MT to check who is delivering Grampound Welcome Packs at meeting tomorrow.	MT
3. Financial Report MT: a) Accounts: All trustees received accounts via e-mail. MT discussed that trading profit was £6,800 this year, which is an improvement on last year. Grants are not including in the trading profit. Events such as the Craft Fair and Antiques Fair were noted as a large proportion of income. b) Defibrillator Sign and Training: All Trustees agreed that a 1m – 600mm sign at £87 (with a 5 – 7 year guarantee) should be ordered. Training – GVS manager and at least one of the shop committee have agreed to take part in the training. Any VH Trustees who are interested should email KC with dates they would/would not be available. It was suggested that other regular users of the hall – such as the Brownies or Guides volunteers – should be asked. KC to book the trainer who will take a group of up to 12 people. c) Bank account signatories: All paperwork has been completed to change the signatories. These are now MT, KC and DJ. d) Mower Servicing: MT suggested that the mower would need to be serviced and this was agreed by all Trustees.	MT All/KC MT
4. Hall Report SF: a) Maintenance: SF raised the need to do more fire drills. There is an issue with the outside lights failing, due to rainwater. Jamie from AMPS Electrical Services, St Austell to look at this. SF to show Jamie around the hall and discuss possibility of securing on-going work such as PAT testing. b) Upcoming Hire: 2 nd February – Party Hire (10:00 – 13:30); 3 rd February for five consecutive Sundays – Large Group Hire (17:00 – 18:00); 9 th February – Daria Kulesh; 1 st /2 nd March – Beer Festival; Saturdays in March – Wind in the Willows and Pipeline Theatre. CE offered to unlock and lock the hall for 2 nd and 3 rd February events and show new hirers fire exits and explaining the washing up and rubbish disposal conditions of hire. c) Probus YFC: MT noted that the Probus YFC were not happy with the dirtiness of the dishwasher when hiring the hall. It was suggested that new hirers should be made aware of keeping this clean after use.	SF SF/CE SF
5. Administration	

<p>a) Music License: SF reported that PRS suggested that we need a Community Buildings License in order to cover any songs played via the radio or by bands (PPL). The cost of this would be 2% of the annual income. All trustees agreed to going forward with applying for the license. MT to send 2017 – 2018 accounts to SF for this application.</p> <p>b) Grantscape Bid: A bid will need to be made by March and it was agreed by all Trustees that two separate bids would be made – one for a new door and one for external painting of the building. TB to retrieve a quote for a new door and SF to retrieve two quotes – one for painting the end of the building and one for painting the entire building. MT will need all quotes within the next six weeks.</p> <p>c) Hall Development Officer Duties: SF and all Trustees are happy with the Hall Development Officer Duties list. Thanks were made by KC on behalf of the Trustees for SF’s ongoing commitment to the role.</p>	<p>MT/SF</p> <p>TB/SF</p>
<p>6. Fundraising & Events: CE put her name forward as a point of contact when SF is not available. MT agreed to circulate the list of trustee details.</p> <p>a) Craft Fair: Publicity idea was discussed and it was suggested by CE that this should be held in the Summer. CE to be in touch with a contact in Taunton who have held a similar event about how this was organised and conducted. LC raised the point of everyone providing their own yarn and the idea of a sponsor was also discussed. KC suggested that it might be nice for the school to be involved, which LM agreed.</p> <p>b) Antiques Fair: MT and KC to put away tables for Antiques Fair this Sunday. LC suggested that SF should brief all Trustees on fire alarm panel, heating etc. at the end of the meeting, so that all are confident.</p> <p>c) Film Club: SF welcomed suggestions for new movie titles for Film Club.</p> <p>d) Beer Festival 2019: Drink – MT confirmed 11 beers will be offered (5 paid for and 6 free) and 2 ciders. Driftwood Spars will provide a bar and a cask of beer. MT to check if Helen can collect this. SF suggested the beer will need to settle on the racking from Wednesday 27th February over by the seating. LM to inform the school about this. Food – Sarah Daniels has confirmed she will not be providing the catering. CE to ask two other contacts about providing two options for food (vegetarian and non-vegetarian). Signage – MT to ask Helen where the signs are and these need to be refurbished. It was agreed by all Trustees that the beer mug signs will be used. Music – Music has been sorted. Security – Security is booked. SF suggested that help will be needed on Wednesday 27th February to set up beer racking.</p> <p>e) Wine Call My Bluff: Saturday 6th April was suggested as a possible date for this event. MT discussed the need for posters to advertise the event and it was agreed by all Trustees that the event will be ticketed. MT to let SF know about entry price so that SF can advertise this.</p> <p>f) Probus News: SF to contact Probus News regarding the promotion of upcoming shows and events.</p>	<p>CE/MT</p> <p>CE</p> <p>MT/KC/SF</p> <p>All</p> <p>MT</p> <p>LM</p> <p>CE</p> <p>MT</p> <p>All</p> <p>MT/SF</p> <p>SF</p>
<p>7. Future Development: a) Publicity Idea: See 6a.</p>	<p>CE</p>
<p>8. Maintenance a) Progress on repairs and painting the Hall externally and internally:</p>	<p>TB/MT</p>

<p>Internal painting – TB agreed to painting the internal doors to take place on Tuesday evening.</p> <p>Maintenance plan – TB discussed the maintenance plan with all Trustees. TB to e-mail this to MT, so that he can find and add contractor details.</p> <p>b) Drains: SF explained that he had looked at this and cannot see any specific issues.</p> <p>c) Manhole Cover: MT raised the issue of a broken manhole cover at the bottom of the playing field. SF to find out if this is the responsibility of South West Water. TB suggested an approximate cost of £30.00 from Macsalvors or Griggs to replace the manhole.</p>	<p>SF</p>
<p>AOB</p> <p>All Trustees agreed that thanks should be sent to retiring Trustees personally by the newly appointed Chair after the AGM.</p> <p>KC suggested Sarah Daniels should be nominated for the Parish Council community Service Award and this was agreed by all Trustees.</p> <p>RP and RK to consider what we can offer to Friends of the Hall in order to relaunch this.</p> <p>LM to arrange with school for 'No Entry' sign to be taken down/put back up for school hours only.</p>	<p>KC/TB/MT</p> <p>RP/RK</p> <p>LM</p>
<p>Date and time of next meeting: Wednesday 20th March 2019 – 20:00</p>	