



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

**Minutes of the Hall Committee Meeting held
on
14th September 2021**

AGENDA ITEM	ACTION
Present: Dean Jenkins, Mark Taylor, Simon Fann, Kay Chapman, Alex Hewitt and Lizzie Grubb (taking minutes)	
1. Apologies for absence: Jo Shaw and Donald Ford	
2. Minutes of the last meeting: Approved.	
3. Financial Report a) All attendees received the accounts prior to the meeting, via Microsoft Teams. There is currently £58,000 in the account, and the school payment is due soon. The income from the recent Craft Fair was £1,800, and the event itself generated £9,600. There was an income of £35 from a stall at the carnival. b) MT chased up the solicitor dealing with the lease, and they have offered to do this work free of charge. c) MT to sign cheque for finances for South West Water. d) MT drew names for 100 Club. Prizes were awarded to Richard Pryor (£40) and Jane Sloane (£20).	MT
4. Hall Report a) The cleaner of the hall is currently arriving during the early hours of the morning or late at night, so that the hall is clean for the school each day – this is due to personal circumstances. b) All Trustees agreed that the COVID risk assessment, which accounts for government recommendations, should stay in place. c) SF to begin generating a monthly diary again, now that more bookings are being requested. Such diaries can be shared via Microsoft Teams. The Rainbows, Brownies and Guides are using the hall once again. SF to ask Claire Waters if she would like to consider using the container for storage, for Girlguiding resources. The WI will be restarting in the hall from November. The Bowling Club would like to use the hall for bingo on a fortnightly basis, starting on Friday 8 th October, and continuing until the end of the year. Friday 3 rd December is booked out for the Craft Fair, but the Bowling Club have agreed to use the hall on Friday 17 th December. The hall has recently received more requests for private events, such as children’s parties. Saturday 9 th October and Sunday 10 th October have been booked for parties. SF to chase up the hirer from Boxercise regarding payment and future hire. d) Film Club has had an attendance of 38 on average, with refreshments doing well. Communication has broken down with See Film, which SF has written to them about via email.	SF
5. Maintenance a) Approach to Contracts: Trustees agreed it would be beneficial to form a standard form of contract with the plumbers, costing approximately £50 per issue of contract.	

<p>6. Use of Facilities</p> <p>a) Ham's Field: There have recently been three uses of Ham's Field for children's parties. The following feedback was received from one of these events: they loved the space, but thought the fencing around the pond could be improved, to make it safer for younger children/toddlers. A proposal was made by MT to purchase some recycling bins, to encourage members of the public to dispose of their rubbish, as several cans have been left in the field. AH to get a quote from Keith for the fencing around the pond. AH and KC to organise the commemorative plaque for Ham's Field, along with clear signage.</p> <p>b) AH and KC to also organise signage for usage of the field.</p> <p>c) All Trustees agreed that a media campaign – via Facebook – to promote the public use of Ham's Field, could be effective in encouraging others to use the space.</p>	<p>AH AH/KC AH/KC</p>
<p>7. Fundraising and Events</p> <p>a) Halloween Party: Hire for a children's Halloween party is pencilled in the diary for Saturday 30th October, which can take place after the Produce Market. Trustees agreed that this event should be treated as a private hire. Trustees discussed the possibility of a Halloween event, as planned and supported by the Hall Committee, which is something that could be looked into for next year.</p> <p>b) Recruitment Drive: Trustees to review the register of volunteers.</p>	
<p>8. Administration</p> <p>a) Policies: All policies are uploaded to Microsoft Teams, where Trustees can view them. Trustees agreed to review two policies per meeting.</p>	
<p>9. Future Developments</p> <p>a) Future Development Meetings: Trustees agreed that separate meetings should be scheduled to discuss future development.</p> <p>b) Vision for Transport: AH to post the Vision for Transport email into Microsoft Teams, for Trustees to comment on.</p>	<p>AH</p>
<p>AOB</p> <p>a) No matters arising.</p>	
<p>Date of next meeting: Tuesday 9th November 2021 – 20:00</p>	