



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

**Minutes of the Trustees meeting held on Wednesday  
25 July 2018**

AGENDA ITEM	Action
<b>Present:</b> Kay Chapman, Tony Bowden, Helen Bunt, Bob Egerton, Richard Kitson, Richard Pryor, Alison Ryves, Mark Taylor and Annette Egerton (taking minutes)	
<b>1. Apologies for absence</b> – Sarah Daniels, Catherine Evans, Simon Fann and Dean Jenkins.	
<b>2.</b> The meeting was welcomed by Vice Chair – Bob Egerton in the absence of the Chair, KC who had notified she would be late. <b>Minutes of the last meeting:</b> Minutes agreed and no matters arising.	
<b>3. Financial Report MT:</b> MT circulated the financial report (attached) and reported that the Parish Council had refunded money for the maintenance of the public toilet. He said that at the last meeting SD had queried the figure for utilities and he wanted to explain that for a period SW Water had failed to collect the direct debit payments meaning the hall was paying a greater amount to cover current and back payments this is now in order as of this month. MT believes the hall is likely to make a trading profit of £4-5000. MT had just received the invoice for the new lighting which meant he could request payment to cover costs from the Grantscape grant. KC said that a change in bank signatories from VL to herself was now with the bank who had advised it could take a while before approval.	<b>MT</b>
<b>4. Hall Report SF:</b> In SF's absence a report had been emailed to Trustees some of which is covered in this section and others elsewhere in the minutes. SF circulated a list of events coming soon to the hall and highlighted a children's show in August. SF asked if there was to be a Beer Festival in 2019 and MT commented that it makes a profit and people like it and the Trustees agreed for it to go ahead. MT to liaise with SF. SF had also sent a separate email stating he had been offered an excellent show which would clash with Easter's Craft Fair and wondered if the Craft Fair dates could be changed. AR was abroad when she received the email and was unable to respond to SF, however, it was the view of AR and RP who organise the Fair that they do not want the show on the same week and the Craft Fair must be the week that includes Easter Monday. This was unanimously supported by the Trustees present. Tae Kwon Do. SF requested someone opens the hall on 12 August BE agreed and 26 August AR agreed.	<b>MT/SF</b>  <b>SF</b>  <b>BE/AR</b>
<b>5. Administration</b> SF reported that he continues to complete Legionella checks and fire equipment checks and all is in order. KC is liaising with DJ regarding his friend Dave Robertson's Method Statement for Legionella, KC had expected DJ to attend tonight. KC to follow up. Data Protection Act GDPR for 100 Club and Friends of Hall. Members to be advised of Privacy Policy at renewal. Privacy Policy is on the Hall's website. MT reported that the Parish Council is commissioning Parish Councillor Rob McGuiness to	<b>KC</b>

<p>work with two young people from the village to put together cycle routes around the village suitable for young residents. The Trustees thought this a good idea.</p> <p>A report to improve access to the defibrillator attached to the village hall was put together by SF and AE (report attached). From the report HB to sort out improved signage, BE to talk to SW ambulance service, MT to speak to shop and KC to be asked to approach a possible first aid trainer. Report back to next meeting.</p>	<p><b>HB/BE MT/KC</b></p>
<p><b>6. Fundraising:</b></p> <p>Craft Fair Monday 13<sup>th</sup> to Friday 17<sup>th</sup> August 10 am to 5 pm with Buy First Evening on Sunday 12<sup>th</sup> 6 pm to 8 pm free entry and late night shopping on Wednesday until 8 pm. AR and RP reported that 30 tables have been booked plus the usual bookstall and refreshments. Film Club. A discussion took place about the future of the film club as HB is scheduled for a hip operation in early October and whilst she is willing to set up and help with refreshments at the October film club she will be out of action after that. HB also said that her three years trusteeship is up at the AGM in November and she would not be seeking re-election. HB explained what is involved in setting up the hall for film night which included pulling out the rake of seats, setting up the screen and the digital projector, preparing the kitchen by setting out cups and plates, making coffee etc to ensure the refreshments run smoothly during the interval. At the end of the evening the projector and screen has to be packed away as well as the raked seats. The dishwasher has to be loaded and the kitchen tidied and cleaned. It was decided to continue the film club until the end of the year with the help of BE, AR and AE is prepared to take on the cooking of refreshment, HB when possible would help out until the end of the year. A final decision to be made towards the end of the year on the film clubs future.</p>	<p><b>AR/RP</b></p> <p><b>AR/BE HB/AE</b></p>
<p><b>7. Future Development:</b></p> <p>Update on Friends of the Hall. RK reported that he did not have an up-to-date list of those who have paid which MT will pass on. An update to be given at the next meeting.</p> <p>BE reported that Cornwall Council's Safer Cornwall was unable to be of help regarding the vandalism and cycling in the car park.</p> <p>HB and KC recently met with the Police Service who advised that the police are unable to help with vandalism unless the hall can provide good evidence of people involved such as good CCTV coverage. HB said they also looked at an area at the side and back of the hall that could be suitable for young people to use, however, it was felt that it was impossible to confine young people to that area and in any case there was worry that noise could affect events in the hall. The Trustees decided not to proceed.</p> <p>Discussion took place regarding the installation of CCTV and it was advised by the Police that two cameras (one covering the entrance from the main road and another on the hall covering the area towards the shop) should be sufficient. The shop committee has offered to share the cost of the cameras as they have suffered significant vandalism. It was agreed that any vandalism should be reported to the Police through email 101. It was decided to approach Duchy Alarms and Waldon for advice and quotations and BE to follow up and report back to next meeting. MT to liaise with the shop and he suggested that it would be fair to ask the shop for 25% of the cost.</p>	<p><b>RK</b></p> <p><b>BE/MT</b></p>

<p><b>8. Maintenance</b></p> <p>SF had been in touch with the company that provided the raked seating and had received a quote of £2433 plus VAT for repair and a full service. The Trustees agreed this action and ask SF to go ahead.</p> <p>Painting of the hall. The Trustees agreed HB's colour scheme which took into account suitability for the visually impaired and MT said that some donations had been received as well as a small balance from Grantscape. £500 is available for paint etc and HB to order. Volunteers from Trustees and residents have come forward and HB is awaiting a schedule of when the Hall is free for work to take place from SF. BE volunteered to paint the public toilet.</p> <p>MT has applied for the Truro Glass Company grant of £400 and has been advised the hall is through to the final, a decision should be announced shortly. RK said that Radio Cornwall also had a similar grant scheme of £1000 but the closing date is 5<sup>th</sup> August.</p> <p>HB advised that the car park will be locked on Saturday pm through to Sunday to allow the contractor to cut and remove the fallen tree.</p> <p>BE said that he and Irving Bunt had managed to get the new toilet seat to fit the public toilet saving the need to replace the toilet.</p>	<p><b>SF</b></p> <p><b>HB</b></p> <p><b>SF</b> <b>BE</b></p> <p><b>MT</b></p>
<p><b>9. Any other business</b></p> <p>MT reminded Trustees that Roger Paynter is retiring as editor of Grampound Times. He said that volunteers were needed as it would be a shame to lose the village magazine.</p>	

**Date of next meeting: Wednesday 19<sup>th</sup> September 2018**