

BLISLAND VILLAGE HALL

GENERAL MANAGEMENT COMMITTEE

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**Minutes of the Village Hall Committee Meeting held on
Tuesday 13 December 2023 in the Manor Suite at 7pm**

Present: Len Croney (Chair), Lin Teasdale (Secretary), Phil Shephard, Steve Teasdale and Clare Sprenger.

Apologies Keith Lowden.

Minutes of the meetings held on Tuesday 14 November 2023

The minutes of the meeting held on Tuesday 14 November 2023 were **agreed** as true records and approved.

Matters arising:

• **Cobweb Crew**

The Committee agreed that this had been a successful event and although there was only a profit of £28.00 made on the night, it was noted that there was a surplus of £150 worth of alcohol left over which had been paid for and would be used at future events.

• **Ramp for Fire Escape**

Steve reported that he was still awaiting quotes for this work; one from a local builder and for Kelly to feedback from her discussions with Terry Pengelley. The Committee discussed the possibility of undertaking a joint venture with a builder to keep the costs down. Steve and Kelly to feedback at the next meeting. **Action:** Steve & Kelly

• **Youth Club Art Update**

As Heidi was not at the meeting, this was deferred until the next meeting. **Action:** Chair / Secretary

• **Defibrillator Update**

As Heidi was not at the meeting, this was deferred until the next meeting. **Action:** Chair / Secretary

• **Fundraising for the Hall**

The Committee discussed some ideas for future fundraising events:-

- Valetine Day Disco / Dance
- Auction of Promises
- Steam Restaurant in Bodmin

It was agreed that as the Committee was light on numbers this should be discussed again at the next meeting to enable **all** members to have the chance to put forward ideas for agreement . **Action:** All

- **Film Nights**

Phil reported that he needed to look at the overhead projector before film nights could commence. It was noted that the current licence enabled films to be showed in the Village Hall. It was suggested that this should be a bi-monthly event and should not clash with St Brewards Film shows. The Committee agreed that Phil could take down the projector to undertake any necessary maintenance work required. Phil to update on progress at the next meeting. **Action:** Phil

- **Breakfast with Santa 2024**

The Committee agreed to defer this item and for it to be added to the agenda in May 2024 for discussion in readiness for Christmas 2024. **Action:** Chair / Secretary

- **Terms and Conditions**

Phil reported that he would present a draft copy at the next meeting. It was noted that once approved this would need to run alongside the online booking service. **Action:** Phil

Treasurer Recruitment and Appointments

Len reported that Darren had been appointed as the Auditor / Finance Officer; he would be an Associate to the Committee. Darren would be invited to Committee meetings on a quarterly basis.

Len proposed that Clare be appointed as the Treasurer; she would undertake all the returns on behalf of the Committee and Darren would oversee these. Steve second this and all Committee members present voted in favour of Clare being elected onto the Committee and to be the Treasurer.

Len informed the Committee that there were a number of other tasks that Ron had undertaken, for example the broadband, utility services which fell under the umbrella of maintenance for the Village Hall. Therefore, it was agreed by the Committee that Steve should take over these tasks as the Maintenance Officer. Steve to liaise with Clare to gain the full list of these tasks. **Action:** Steve

Treasurer's Report

Len and Clare presented the Treasurer's report and highlighted the key areas to the Committee. It was noted that there was a surplus of £580 as at 21 September 2023.

There was a brief discussion on the repair of the solar panels as two inverters were not working, which if repaired would generate extra revenue for the Village Hall. Steve to try to arrange for an electrician to have a look at them with a view to repairing them. **Action:** Steve

Capital Reserves Policy

The Committee discussed the accounts held by the Village Hall; the deposit account and the current account with regards to the amounts of money held in each.

The Committee suggested that only £5,000 should be held in the current account and any monies above this should be transferred to the deposit account.

Clare agreed to liaise with Ron, before talking to Darren, to establish the terms and conditions of the deposit account, for example notice for withdrawals, penalties for withdrawing monies.

The Committee agreed to **delegate** the transfer of monies, on behalf of the Committee to Clare and Darren. **Action:** Clare and Darren

Village Hall Insurance Renewal

The Committee reviewed the Insurance Renewal letter; Clare queried the percentage of income generated by the sale of alcohol as detailed in the letter. Len confirmed that most of the Village Hall income came from the hiring of the Hall and not the sale of alcohol. Clare agreed to action the renewal of the Village Hall insurance. **Action:** Clare

Social Media Update

Phil updated the Committee and informed them that he had put out notifications that the Christmas Party Dance had been cancelled.

Christmas Meal & Dance

The Committee noted that the Christmas Meal arrangements were complete and that this was for information only, as this was being led by the Village Fayre.

The Christmas Party Dance, as noted above, had been cancelled due to low ticket sales.

AOB

• Receipts & Reimbursement Arrangements

It was noted that all receipts should be emailed / given to Clare for reimbursing.

The Committee agreed the following expenditure for the Maintenance Officer, Steve, to carry out repairs on the Village Hall:-

- Up to £120 would be reimbursed without prior approval
- Above £120 to £500 would need prior approval by the Chair, the Treasurer and the Secretary.
- Above £500 would need prior approval by all Committee Members.

• Village Hall Cleaner

It was confirmed that the cleaner was paid the hourly minimum living wage.

• Online Booking System

Len confirmed that the online booking system cost was between £120 and £200 annually. Len agreed to send all the details to Phil. The Committee agreed that Phil could then place the order for the online booking service to commence on 1 April. It was also agreed by the Committee that a six week pilot should be run before the system went live on 1 April 2024. **Action:** Len & Phil

• Retiring Committee Members

The Committee agreed sums of money for retiring members of the committee to enable gifts to be purchased as a thank you for their commitment and hard work. **Action:** Len

• Workplan

Lin suggested that a workplan would aid the Committee to ensure actions were followed up and would provide a tracking system that could be reviewed at each meeting. Lin and Phil would look at drafting an excel spreadsheet for the Committee to review. This would be presented at the February meeting. **Action:** Lin & Phil

Date of Next meeting

The date of the next Committee meeting would be Monday 22 January 2024 at 7pm.

The meeting closed at 8.15pm with thanks to all for attending.