

# BLISLAND VILLAGE HALL

## GENERAL MANAGEMENT COMMITTEE

**Secretary: Lin Teasdale**

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**Chairman: Len Croney**

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### Minutes of the Village Hall Committee Meeting held on Tuesday 17 October 2023 in the Manor Suite at 7pm

**Present:** Len Croney (Chair), Lin Teasdale (Secretary), Phil Shephard, Steve Teasdale, Anne-Marie Irons, Kelly Pengelly, Karen Wylds, Heidi Hill and Keith Lowden.

**Apologies** Katie Vause

#### Minutes of the meeting held on Wednesday 16 August 2023

The minutes of the meeting held on Wednesday 16 August 2023 were **agreed** as a true record and approved. The minutes of the meeting held on Thursday 21 September 2023 would be reviewed at the next meeting.

#### Matters arising:

- **Mc Millan Coffee morning**

Heidi reported that this had been a great success and more than £252 was raised for the charity. Special thanks was given to Katie who worked very hard in the kitchen.

- **Moorlands Grill**

The Moorlands Grill contract was discussed, and Len confirmed that the Moorlands Grill would like to continue with the current arrangements. It was noted that they were self-contained and only used the village hall carpark. Two points were raised on the current contract which Len agreed to raise with Moorlands Grill and would amend the contract accordingly: -

- 1) The voluntary donation section should be amended to request a donation by Moorlands Grill of £25 per year for the use of the Village Hall carpark.
- 2) The experience & skills section should be amended, and the 20 years' experience should be removed and replaced with 'appropriate & relevant experience. **Action:** Len

#### Changes to Broadband

Len reported that the broadband was currently not working, and he would follow this up with Ron. **Action:** Len

#### Village Fayre – Request for free use for Christmas Meal

It was agreed by the Committee that the Village Fayre could use the Village Hall free of charge for the Christmas Meal on 15 December 2023.

### **Social Media Update**

Phil provided an update to the Committee and informed them that he was looking at adding a page to the website to advertise future events and agreed to look into including a Community Diary to show other events that were being held around the village outside of the Village Hall. **Action:** Phil

### **Youth Club**

Heidi reported that unfortunately due to time restraints she would find it difficult to continue running the club on a regular basis. The Committee discussed the possibility of maybe running the club in the holiday periods only. This would be considered by Heidi and a final decision would be made nearer the time of the next school holiday period as to whether this could happen.

### **Treasurer's Report**

Len went through the report, which was kindly provided by Ron, covering the period **1 April 2023 to 17 October 2023**, together with a summary breakdown of the main items of income and expenditure. Overall, as of 17 October 2023 the Village Hall had a surplus of £413 in the bank. Len expressed to the Committee that a new Treasurer needed to be appointed as soon as possible to replace Ron and to mainly carry out the Accounts. The other tasks that Ron had been responsible for could more easily be carried out by the current Committee members. Len agreed to liaise with Ron to ascertain the other tasks he had been undertaking outside of the Accounts and would bring a list to the next meeting. **Action:** - Len

### **Barn Dance 17 November 2023**

Anne-Marie reported that she had received two costings for this event and the Committee agreed to go with the lower price of £550. The Committee also agreed a ticket price of £15 to include food. There would be a small sub-committee set up led by Anne-Marie to oversee the smooth running of this event. Len requested that the sub-Committee also discussed and agreed a consistency plan in case ticket sales were low. **Action:** Anne-Marie. Online ticket purchasing was discussed, and Phil agreed to investigate this further and maybe it was something that could be introduced to aid ticket sales in the future as well as selling them in the Village Shop. **Action:** - Phil.

### **Christmas Dance / Disco**

The Committee agreed that this would be held on the evening of 15 December 2023 following the Christmas Meal which was being held in the afternoon and the ticket prices would be £3.00 for adults and £5.00 for a family ticket. The DJ was costing £100, which the Committee would ask the Parish Council to donate. **Action:** - Keith. Keith, Phil and Steve would be responsible for the final arrangements for this event. **Action:** - Keith, Phil & Steve

### **Capital Investment**

Len and Steve presented this report. Each option was discussed in detail and the Committee agreed that the most important two projects to carry out first were the Fire Exit improvements and the Online Booking Service. Steve agreed to gather quotes for the Fire Exit improvements, to include the ramp running alongside the main building with the assistance of Kelly, who agreed to talk to Terry Pengelly. **Action:** - Steve & Kelly.

It was agreed that the Online Booking Service should be introduced to run alongside the current booking service provided by Sandra. This would give the opportunity of both booking the Village Hall online or manually through Sandra. The Committee hoped that this would increase the use of the Village Hall and make it more accessible to book for everyone. Kelly agreed to discuss this further with Sandra. **Action:** - Kelly

Katie had previously agreed to run the Online Booking Service once it was up and running involving Sandra to ensure the two systems ran smoothly together. **Action:** - Katie

The other options were discussed, and it was agreed that further work needed to be carried out on these before the Committee could make a final decision as to whether these were possible to carry out.

- It was agreed to look at the stage curtains to see if these were fixable. **Action:** - Steve.
- It was agreed that if the upgrade of the Solar Panels went ahead external funding would be needed.
- The sealing of the floor would be investigated further by Steve and brought back to a future meeting. **Action:** - Steve.
- Hall decoration was discussed, and it was agreed that this would be looked at again at a future meeting. Heidi asked if the Youth Club's Art could be displayed permanently in the Village Hall. She agreed to bring some ideas of how this could be displayed to the next meeting. **Action:** - Heidi.
- The Committee agreed that outside volunteers should be sought to run the Memory Clinics and Phil agreed to place an advert in the Community News. **Action:** - Phil.

Two further issues were discussed, the possibility of a defibrillator for the Village Hall, which Heidi agreed to look into to see if this could be provided free of charge. **Action:** - Heidi.

The second issue was that the door seal on the threshold of the main entrance door had become a trip hazard. Steve would look into this immediately in view of getting it replaced as soon as possible. **Action:** - Steve

## AOB

- **Manor Suite Signage**

It was agreed that there should be signage on the outside of the Manor Suite door to enable people to find it more easily. Steve agreed to investigate this further. **Action:** - Steve.

- **Craft Fayre**

It was agreed that an Easter Craft Fayre should be held in the Village Hall, alongside an Easter Egg hunt for the children on Saturday 30 March 2024. This would run from 11am to 4pm with a charge of £10 per stall. Keith agreed to take the lead on the planning of this event, with the help of Steve and Phil. **Action:** - Keith.

- **Hire of the Village Hall by Blisland School**

It was agreed that the school should be charged residential fees when hiring the village hall. It was also agreed for one particular session on 19 October 2023 that they could have the village hall for free for a two hour session, as this was a non-profit event.

- **Cleaning Update**

The bowl in the kitchen needed to be replaced. Heidi agreed to purchase a new one. **Action:** - Heidi.

The Manor Suite had been left very dirty following the Art Club. The Committee agreed to write to the Art Club outlining the terms and conditions when hiring the Manor Suite and what was expected of them. Phil agreed to write the letter and Karen agreed to deliver it by hand. **Action:** - Phil & Karen.

- **Children's Halloween Party**

It was agreed that the village hall would be free of charge for a two hour Children's Halloween Party on 31 October 2023 which Karen would organise and Phil would advertise on Social Media. **Action:** - Karen & Phil.

## Date of Next meeting

The date of the next Committee meeting would be 14 November 2023 at 7pm.

The meeting closed at 8.45pm with thanks to all for attending.