

# BLISLAND VILLAGE HALL

## GENERAL MANAGEMENT COMMITTEE

**Chairman: Phil Shephard**

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**Treasurer: Clare Sprenger**

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**Secretary: Lin Teasdale**

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Registered Charity No. 300039

**Minutes of the Village Hall Committee Meeting held on  
Tuesday 14 January 2025 in the Manor Suite at 7.30pm**

**1. Present:**

Phil Shephard (Chair), Keith Lowden, Clare Sprenger (Treasurer), Steve Teasdale, Bob Smith, Anne-Marie Irons, Katie Vause and Lin Teasdale (Secretary).

**2. Apologies**

Apologies were received from Heidi & Kelly.

**3. Minutes of the meeting held on Tuesday 17 December 2024**

The minutes of the meeting held on Tuesday 17 December 2024 were **agreed** as a true record and approved.

**4. Matters Arising:**

• **Letter to Barnecutts**

Phil reported that he had sent a letter of thanks to Barnecutts; action completed.

• **Oil Tank Update**

Steve reported that there was a small weep on the oil tank and also a new metal top for the tank still needed to be costed and he agreed to chase these. **Action:** Steve

• **Stage Curtains Update**

Steve and Bob agreed to fix the stage curtains prior to the next meeting. **Action:** Steve & Bob

Steve agreed to send the invoices for the parts to Clare. **Action:** Steve

• **Loose Slates on Roof Update**

Steve reported that the loose slates over the kitchen had now been fixed by the builders; action completed.

There was one broken slate that the builders found on the fire escape stairs which would be replaced when it was convenient for them. Steve agreed to oversee this. **Action:** Steve

• **Central Heating Programmer**

Bob reported that the electrician would be looking at this on Friday and he agreed to feedback their recommendations to the Committee. **Action:** Bob

- **Car Park Risk Assessment**

Bob reported that he found no major issues with the car park when he undertook the risk assessment.

Bob suggested that a 'Do Not Park' sign was put outside the fire door for safety reasons. Phil agreed to look into signage. **Action:** Phil

- **Fire Extinguishers Update**

Bob reported that he had placed the fire extinguishers where they would be fitted to the walls. One would be in the Manor Suite and the other in the main entrance hall of the Village Hall. **Action:** Bob

- **First Aid Boxes Update**

Bob reported that he had gone through the first aid boxes and had removed all items that were not in date; action completed. He also reported that he had created an accident book.

## **5. Finance Report**

Clare presented the Treasurer report and she highlighted the key areas to the Committee.

Clare reported that there was a surplus of £2,2295.02 to date for this financial year.

Clare informed the Committee that she had transferred £5000.00 from the savings account to the current account, as agreed at the last meeting, in readiness to pay for the roof strengthening work.

## **6. Safeguarding Policy**

Bob reported that he had started to draft a safeguarding policy which covered both children and vulnerable adults; he agreed to circulate this to the Committee via email for comments. **Action:** Bob

Bob reported that in order to complete the policy, the Committee would need to identify a Safeguarding Lead. This would need to be discussed further by the Committee. **Action:** All

## **7. Hire Terms & Conditions**

Phil agreed to send out a draft via email prior to the next meeting for discussion. **Action:** Phil

## **8. Quiz Night Update**

Keith reported that there would be 60 quiz questions, split into two parts with an interval in between.

He requested that this was now advertised more widely, Phil agreed to do this. **Action:** Phil

The Committee agreed that the prizes should total 50% of the door sales. These would be cash prizes; 25% first prize, 15% second prize and 10% third prize.

It was also agreed that there would be a raffle and some Committee members offered to donate prizes.

Setting up of the Village Hall would be at 4pm on the Saturday and offers of help would be appreciated; Clare, Keith, Bob & Phil offered to help.

Katie offered to be on the door on the night and to sell the raffle tickets.

Keith would be the Quiz Master and Phil & Bob would run the bar.

Keith and Phil agreed to purchase the drinks that were needed for the bar. **Action:** Keith & Phil

## 9. Josh Curnow Update

10 tickets had been sold to date.

Phil would now advertise this event to the wider communities. **Action:** Phil

Further arrangements for this event would be discussed at the next meeting. **Action:** Lin

## 10. Programme of Events 2025

The Committee debated what events should be held in 2025; it was agreed for now that the events already identified on the Summary of Events circulated with the agenda was enough, as these already required quite a lot of commitment from Committee members.

There was a brief discussion of what maintenance work for the Village Hall would be next, following the roof strengthening. The Committee was informed a Maintenance Sub-Committee meeting was going to be held to discuss the next priorities and they would feedback to the Committee their recommendations. **Action:** Maintenance Sub-Committee

Phil agreed to do some research into maybe doing a 'Pig Racing' night which had been suggested by residents of the village. **Action:** Phil

## 11. Work Plan Update

The Committee agreed that the following should be marked as completed on the Workplan and deleted:-

Quiz Night with Food  
Launch of Film Nights  
Auction of Promises  
Table Top Sale  
Theatre Productions

**Action:** Lin

## 12. Any Other Business

### • Fundraising for Christmas Meal

Lin requested agreement from the Committee to ask the Community Shop if they would kindly do an event to raise monies for the Christmas Meal. This request was agreed by the Committee. **Action:** Lin

It was noted by the Committee and as agreed at the December meeting; that the Village Hall would be the co-ordinator of this event for 2025. Therefore, this would need to be a community-wide initiative to be successful.

Phil asked the Committee to consider a review of the Village Hall charges; Lin reported that this was already on the workplan as an agenda item for the next meeting. Could all Committee members give this some thought before the next meeting in readiness for discussion. **Action:** All

Katie reported that she would do some research into Village Hall charges and would report back to the Committee at the next meeting. **Action:** Katie

### Date of Next meeting

The next meeting will be on **Tuesday 11 February 2025 at 7.30pm** in the Manor Suite.

Anne-Marie agreed to take the minutes.

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

**BLISLAND VILLAGE HALL**

**SUMMARY OF EVENTS 2025**

<b>Date</b>	<b>Function</b>	<b>Committee Lead</b>	<b>Status</b>
<b>25 January 2025</b>	<b>Quiz Night</b>	<b>Keith</b>	<b>Confirmed</b>
<b>22 February 2025</b>	<b>Josh Curnow</b>	<b>Kelly</b>	<b>Confirmed</b>
<b>19 April 2025</b>	<b>Easter Fayre</b>	<b>Keith</b>	<b>Confirmed</b>
<b>23 August 2025</b>	<b>Village Fayre (Cream Teas)</b>	<b>All</b>	<b>Confirmed</b>
<b>29 November 2025</b>	<b>Christmas Fayre</b>	<b>Keith</b>	<b>Confirmed</b>
<b>December</b>	<b>Host the Christmas Meal</b>	<b>All</b>	<b>To be Confirmed</b>