

BLISLAND VILLAGE HALL

GENERAL MANAGEMENT COMMITTEE

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Registered Charity No. 300039

Minutes of the Village Hall Committee Meeting AGM held on Tuesday 13 August 2024 in the Manor Suite at 7.30pm

1. Present:

Phil Shephard (Chair), Keith Lowden, Katie Vause, Clare Sprenger (Treasurer), Heidi Hill, and Steve Teasdale.

2. Apologies

Apologies received from Lin Teasdale (Secretary), and Anne-Marie Irons (after the meeting).

3. Minutes of the meeting held on Monday 11 July 2024

The minutes of the meeting held on Monday 11 July 2024 were **agreed** as a true record and approved.

4. Matters arising:

- **Feedback from bingo night.**

We took £771.18 on the night, so after deduction of £210.82 expenses, we raised £560.36 for the hall. Big thanks to everybody involved, especially Kelly organising such a successful event. We plan to run another bingo evening in the future, and will discuss the timing with Kelly to fit in with other planned bingo evenings. Clare to check with Kelly whether thank-you letters have been sent to the donors yet. **Action:** Clare/Kelly

- **Josh Curnow**

It was agreed in Kelly's absence this would again be deferred to the next meeting. **Action:** Lin

- **Barn Dance**

It was agreed by the Committee that the final details for this event would be discussed at the September meeting, following the AGM. **Action:** Lin

Anne-Marie confirmed after the meeting by email that Whipltree start at 7pm for 45 mins, then a break and another 45 mins.

Phil to start advertising it through the normal channels. **Action:** Phil

- **WiFi costing**

Phil reported that our current contract runs until October 2025, at which time we can investigate a cheaper supplier. Katie pointed out that Ron had done the appropriate research at the time we took out the contract, and that it was the best available at the time. Close this item **Action:** Lin

- **Defibrillator update**

Heidi reported that she had heard nothing, and would check for the next availability window. **Action:** Heidi.

5. Finance Report

Clare presented the Treasurer report which will be circulated with the minutes and she highlighted the key areas to the Committee.

It was noted that the Bingo night had raised £560.36. In addition, £69.25 was kindly donated by the Blisland Inn, raised at their recent quiz night. Phil to thank Gary on behalf of the committee. **Action:** Phil

Clare reported that there was a surplus of £1621.28 to date for this financial year. In view of this, our current account balance presently stands at £6450.16. Under normal circumstances, she would propose that we transfer a further £1500.00 to the deposit account, in accordance with the Capital Reserves Policy agreed by the Village Hall Management Committee on 13 December 2023. However, we currently have a few small but unscheduled expenses arising from the Hall Survey Report (see below), so she proposed to monitor the situation over the next few months before making a decision about this. The committee agreed to this.

Action: Clare

6. Village Fayre

Village Hall Committee will be serving Cream Teas in the marquee. Phil will organise milk, cream, tea, coffee, squash, napkins, etc, and Cindy has made the jam. We already have some scones, but more will be needed, if anybody can make some; leftovers will be frozen. Price agreed at £3.50 for drink, scone, jam, and cream, or £5:00 with 2 scones. Float etc to be provided by the Village Fayre committee. We have some offers of help, but anybody who can spare the time to help out would be most welcome. **Action:** Anyone available on Saturday 24 August.

Help also needed to put up the marquee at 3:30 on Friday, to set up the chairs and tables on Saturday, and to clear up afterwards. **Action:** Anyone available to set up and clear up

Phil and Steve to check out the electrical supply for the urn. **Action:** Phil and Steve

7. Breakfast with Santa 2024

It was agreed again to defer for final arrangements at the next meeting. **Action:** Lin

8. Update on Village Hall Survey Report

Phil updated the committee on the results of the recent building survey of the hall, and progress with the required improvements.

- a. He reported that the top priority was further investigation of the roof of the main hall. This was only inspected from ground level on the outside as the surveyor could not gain access to the roof space because it is separate from the area reached by the hatch in the boiler room, and access was covered when the new suspended ceiling was installed 20 years ago. Steve and Phil have now accessed the roof space, and on first inspection it does not look like there are any major problems. It was decided that we would get a roofer to take a look and advise, so Heidi will ask Ben Chilcott to advise and quote for any required works. If work is required we will need to go through the proper process of getting three quotes, at which stage we will hopefully be able to apply for grant funding to help us with the cost. **Action:** Heidi
- b. The second area of concern identified by the surveyor is the walls, particularly the damp problems. When we understand the situation with the roof, we will look at what we can do to remedy this.
- c. There were several other potential problems raised, which we have prioritised for action, the main ones being:
 - i. The oil tank is old, and is only single skinned. Steve had already identified that the oil tank would need replacing at some time, and he has approached Steve Ball to assess the situation, and quote for a replacement tank if needed. At the same time he will look at fixing the anti-tamper device which is currently corroded. **Action:** Steve

- ii. We do not know when the boiler was last serviced, so Steve has spoken to Glenn Marriott about doing this. This is good practice, and might save us some money if it makes the boiler run more efficiently. **Action:** Steve
- iii. The stairs to the stage were identified as a potential hazard. We agreed to purchase a free-standing Crowd Control Barrier device (about £30.00 from Amazon) to prevent hall users from climbing these stairs. **Action:** Clare to order barrier
- iv. We discussed electrical safety, carbon monoxide monitors and fire safety. It was suggested that we could get the fire brigade out to do a combined fire safety check and public fire awareness event.
- v. We also discussed risk assessments that we should carry out on a regular basis, and putting a process in place to document that we are doing them. Phil is researching a health and safety checklist suitable for village halls that we can use for this purpose. **Action:** Phil

We have formed a building sub-committee to meet regularly to progress these items, and to ensure that all the concerns raised by the surveyor are addressed as appropriate. Currently this committee comprises Phil, Steve, Keith and Clare, but we would welcome anybody else who want to join it. The sub-committee will report progress to the full Management Committee each month for scrutiny. We also want to keep the Parish Council up to date on what we are doing, so Clare will be liaising with the PC. **Action:** Clare

9. Workplan Completed Actions & Follow Ups

No update this month

10. Any Other Business

• Autumn dance

The date of this event is 20 September (not 13th as shown in the summary of events). **Action:** Lin
Keith confirmed that the cost of the disco would be £100.00 (by email, after the meeting). We agreed that ticket prices would be the same as for the spring dance, to make the event available to all. Tickets will also be available on the door. As we need to pay for this disco this time, we accept that we might not make much money from this event, but as long as we don't make a loss we will be happy if people come along and have a good time. Phil to organise tickets and advertising, Clare to advise how much bar stock we have left over after the bingo event, Keith and Steve to purchase extra drinks if required. **Action:** Phil, Clare, Keith, Steve
Final details to be arranged after the AGM part of the next meeting. **Action:** Lin

• Committee membership

At the AGM next month, according to our governing document, all members of the Village Hall Management Committee will be required to resign, and then a new committee will be elected (this might comprise exactly the same committee as before). In preparation for this, the officers have been trying to establish whether all the current members wish to continue to serve on the committee as attendance is often quite low, which makes decision making difficult, and slows down progress. To this end, the chair has written to all members of the committee, asking what time and day would suit them for committee meetings, and has also written to committee members with low attendance to check that they wish to continue. The officers apologise to anybody who was shocked to receive such an email, and stress that this was done on the basis of attendance at meetings only, and not for any other reasons.

• WhatsApp group

Heidi requested that we start using the WhatsApp group to make arrangements for events etc. Clare commented that she had to leave the group because some of the exchanges were abusive towards some members of the committee. This point was taken, but we agreed that WhatsApp was a very useful tool, and

so we would start using it again, subject to everybody agreeing to follow a clearly defined code of conduct. Phil will put together a code of conduct, and then Heidi can restart the group. **Action:** Phil and Heidi.

Date of Next meeting

The next meeting will be the AGM on **Tuesday 17 September 2024 at 7.00pm** in the Village Hall. A Committee meeting will follow.

The meeting closed at 8:55pm with thanks to all for attending.

BLISLAND VILLAGE HALL

SUMMARY OF EVENTS 2024/2025

Date	Function	Committee Lead	Status
25 & 26 May	Picture Exhibition	Phil	Completed
29 June 2024	Table Top Sale	Karen	Completed
20 July 2024	Bingo Night	Kelly	Completed
24 August 2024	Village Fayre (Cream Teas)	Phil	Confirmed
20 September 2024	Autumn Dance	Phil	Confirmed
25 October 2024	Whippletree Ceilidh Band	Anne-Marie	Confirmed
30 November 2024	Christmas Fayre	Keith	Confirmed
December 2024	Breakfast with Santa	Heidi	To be Confirmed
25 January 2025	Chilli/Curry Night	All	Confirmed
February 2025	Josh Curnow	Kelly	To be Confirmed
19 April 2025	Easter Fayre	Keith	Confirmed