

# BLISLAND VILLAGE HALL

## GENERAL MANAGEMENT COMMITTEE

**Chairman: Phil Shephard**

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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 6 May 2025 in the Manor Suite at 7.00pm

**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**

No apologies.

**3. Minutes of the meeting held on Tuesday 1 April 2025**

The minutes of the meeting held on Tuesday 1 April 2025 were **agreed** as a true record and approved.

**4. Matters Arising:**

• **Oil Tank Update**

Steve reported that this was in hand and was awaiting the formal quote for the costings of the work.

• **Guttering**

Steve reported that the guttering still needed to be looked at and it would take at least two people for health and safety reasons. **Action:** Steve, Phil & Bob

• **Solar Panels Update**

Steve reported that this was in hand and the estimated cost for new invertors and a battery was around £5,000; the solar panel engineer has agreed to contact Phil to arrange a convenient time for him to have a proper look and to give a formal quote for the costings of work required. **Action:** Phil, Steve & Bob

Clare reported that the committee also needed a guide from the solar panel engineer on tariff costings to ensure an informed decision on the works could be made once the formal quote was received. **Action:** Phil

There was a brief discussion on the possibility of applying for grants to help towards the costings; it was agreed that this would be discussed further once costings had been received. **Action:** All

• **Hooks for Dogs Update**

Phil reported that he had purchased some dog hooks and that these now needed to be fitted to the outside of the Village Hall. **Action:** Phil & Steve

- **Windows Quote**

Steve reported that he had received three quotes from a local builder, for three different type of windows; flush light oak on white sash windows £1,468.50 plus VAT, light oak storm proof sash windows £1,350 plus VAT and white inside and out storm proof sash windows £1,143 plus VAT.

The committee agreed that formal quotes should be requested for the light oak storm proof sash windows and white inside and out storm proof sash windows to enable the Committee to make a decision. Steve agreed to liaise with the builder. **Action:** Steve

In the meantime, Bob agreed to contact two further companies for window quotes so a comparison could be made. **Action:** Bob

Following a lengthy discussion; it was agreed that the Committee should await for **all** quotes for the windows, oil tank and solar panels before any formal decisions were made.

The Committee also discussed a formal consultation with the village before any works was carried out. It was agreed that this would be discussed further once all quotes were received.

- **Josh Curnow Update**

Phil reported that Josh Curnow would cost £500 for two forty-five minute sessions in October 2025.

After a discussion the Committee agreed that there should only be one high cost event per year and therefore, it was agreed that Josh Curnow should be asked for pricing for February 2026. **Action:** Phil

- **Easter Fayre Summary**

Keith reported that the Easter Fayre had been an overall success for the Village Hall; the footfall was down this year on last year, but this had been reported across other events too. Some stall holders did really well and others not so.

- **Email Parish Council for Christmas Meal**

Phil reported that he still needed to do this. **Action:** Phil

- **Pig Racing Night Gambling Rules Update**

Phil reported that he had checked the rules for a Pig Racing night and no gambling rules applied as this would be a charity event.

It was agreed that this event could possibly be run in October 2025; Phil and Anne-Marie agreed to look into this further and feedback their findings at the next meeting. **Action:** Phil & Anne-Marie

- **Requirements for Food Hygiene Update**

Bob reported that formal food hygiene training was not required for charity events. However, it was noted that safe practice should be followed at all times when preparing and serving food at these charity events.

## **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 £360.28 since the last report.

Clare informed the Committee that the two months interest received was estimated until the next deposit account statement was received.

The Treasurer report **should not be shared** outside of the meeting.

## 6. Safeguarding Lead Position

Phil reported that since the last meeting Heidi had sadly stepped down from the Committee. Committee members had individually wished Heidi well and had thanked her for all her hard work.

This meant that the Safeguarding lead position was now vacant. Phil asked Katie if she would have an interest in taking on this role. Katie reported that she would liaise with St Breward Village Hall to see if someone there held a similar position and how much work it would involve before committing herself. Katie agreed to feedback her decision at the next meeting. **Action:** Katie

## 7. Charity Disco

Phil reported that this was being advertised, posters were out around the village and on social media. It had also been included in the Community News.

Clare agreed to check the bar stock. **Action:** Clare

Keith and Steve agreed to purchase additional drinks once stock levels were known. **Action:** Keith & Steve

## 8. Quiz Night in June 2025

Keith reported that he had prepared the questions and would be the Quiz Master on the night.

It was agreed that the charge per head would be £2.00 and prize money would be £20 for first prize, £15 for second prize and £10 for third place. There would also be a raffle on the night.

It was also agreed that there would be a selection of crisps and chocolate for sale at the bar

## 9. Return visit of Zoltan the Sharpener

The Committee agreed that it would be a good idea to ask Zoltan the Sharpener to come back to the Village Hall again, as this had been a success last time. It was proposed that the Village Hall could serve refreshments alongside this event.

Phil agreed to contact him to see if he had availability. **Action:** Phil

## 10. Election of Deputy Chair Update

Phil requested nominations for Deputy Chair; Bob nominated himself and this was seconded by Steve.

## 11. Frequency of Future Committee Meetings

Phil reported that he had spoken to both Heidi and Kelly and they confirmed that they did not leave the committee because of the frequency of meetings.

Phil stated as Chair, he **did not** expect every Committee member to attend every meeting as everyone has other commitments outside of the Village Hall. It was requested if members could not attend to please send their apologies to Lin as the secretary and cc: Phil in as the Chair. Lin also requested that if a member could not attend and there was an item(s) on the agenda for them to please send in a report or an update with their apologies. **Action:** All

Phil proposed that the Committee continued meeting once a month, unless there was nothing urgent to discuss and then the length of time to the next meeting would be agreed accordingly by **all** Committee members.

This proposal was put forward for voting by the Committee; 6 voted yes and 2 voted no. Therefore, the meetings would be held monthly unless as above there was nothing urgent to discuss.

Phil informed Katie that she was not on the Village Hall WhatsApp group that was used for informal chats about the running of events and any quick informal updates. Katie agreed she would think about this and would inform Phil directly on her decision. **Action:** Katie

Clare informed the Committee that all formal discussions, decisions should be made via email or at Committee meetings to enable a more robust audit trail. **Action:** All

## **12. Number of Events each Year**

After a discussion by the Committee it was agreed that no more than eight events should be held per calendar year, with only **one** big ticket event.

Katie suggested that the Committee could research any major calendar dates for next year, which the Village Hall could possibly hold an event on the back of; for example this year an event could have been held on 8 May 2025 for 80<sup>th</sup> Anniversary of VE day. **Action:** All

## **13. Workplan Update**

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

Terms & Conditions for Hiring the Village Hall  
Easter Fayre & Risk Assessment.

**Action:** Lin

It was agreed that Phil would contact Kelly for an update on the Bingo Night and to ascertain if she needed any help. **Action:** Phil

Anne-Marie asked if scones needed to be made for the Village Fayre in August 2025; it was agreed that this would be discussed at the next meeting in more detail, as there might be a change in what the Village Hall offers in terms of refreshments this year. **Action:** Lin

## **14. Any Other Business**

### **• Resignation of the Treasurer**

Clare informed the Committee that she wished to step down from the Committee with immediate effect, but was prepared to continue with her role as Treasurer until a new person was appointed.

Phil, as the Chair expressed his sincere sadness at this decision, but respected fully the reasons Clare gave to the Committee for this decision. This was echoed by all Committee members.

Clare requested that a new Treasurer was appointed as soon as possible, in the meantime she agreed to provide the financial report for the next meeting and to hold onto the cash float for the next event.

She would not attend any further meetings or help at any events going forward; she agreed to send Phil a list of duties she covered for the Committee's information, which would be used as the basis for the appointment of the new Treasurer. **Action:** Clare

Phil offered to meet Clare on a one to one basis if she wished.

### **Date of Next meeting**

The next meeting will be on **Tuesday 10 June at 7.00pm** in the Manor Suite.

The meeting closed at 20:21 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>Completed</b>
<b>22 February 2025</b>	<b>Josh Curnow</b>	<b>Phil</b>	<b>Completed</b>
<b>19 April 2025</b>	<b>Easter Fayre</b>	<b>Keith</b>	<b>Confirmed</b>
<b>24 May 2025</b>	<b>Charity Disco</b>	<b>All</b>	<b>Confirmed</b>
<b>21 June 2025</b>	<b>Quiz Night</b>	<b>Keith</b>	<b>Confirmed</b>
<b>19 July 2025</b>	<b>Bingo Night</b>	<b>Phil</b>	<b>Confirmed</b>
<b>23 August 2025</b>	<b>Village Fayre (Cream Teas)</b>	<b>All</b>	<b>Confirmed</b>
<b>October</b>	<b>Pig Racing Night</b>	<b>Phil &amp; Anne-Marie</b>	<b>To be 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>Phil</b>	<b>To be Confirmed</b>