

Sheviok Memorial Hall Management Committee

Monday 7th November 2016

Present: M. Snowling, B. Snowling, A. Kayes, M. Claughton, P. McLaren, T. Wells, J. Carter, C. Kennedy, P. Brookes, L. Vickery, J. Scott, F. Harvey, B. Stevenson, N. Trout,

Apologies: L. Erasmus,

Absent: B. Mackintosh, J. Kentisbeer

Minutes of the last meeting were read, adjusted and signed.

Matters arising.

- a) Grants, extension and plans etc – Met with Clare Hurley and Amy Thurtle to help us to get the grants. They will come to the December committee meeting to tell us what to do. We must put our trust in them to show us how to get the application sorted.
£10,000 has been given to us to pay for this help. Chris explained that they are a bona fide group who know how to deal with the grant situation – Cornwall Rural Community Council. They will negotiate with Jenny Fish of the lottery to make sure we have all the information. Chris said that it is important that there is a big attendance for any consultation meetings for the hall. Important to encourage all villagers to attend.
Nadine asked about other options to voice one's opinion, Chris said it was mostly a drop in event, but there was talk of a questionnaire drop. Nadine said that it was easy to have an online questionnaire too for others who can't come to the hall for the meetings.
- b) Car park and entrance update- Carters couldn't do it this weekend due to emergency work commitment in Torpoint. Carters are planning to come here on this Saturday morning to clear the area.
- c) Flag pole – Can then be moved after the car park repair.
- d) Arts and Craft fair – report – It was felt that it was one of the best ones yet, more variation than previously. They made £704 overall from tables, refreshments etc. Lynne considering doing it by invitation next year to get a better variance of stall holders and then when the core is set, opening it up to anyone. Lynne V did comment that some people who hadn't confirmed, did turn up on the day and were accommodated. Thanks were extended to the volunteers who helped.
- e) Christmas fair – December 3rd. theme is 2 Christmas colours. Start at 2pm, Father Christmas to arrive at 2.30.
Church – hoopla
WI - cakes
Badminton- bottle stall
Short mat bowls – white elephant
Pre-school – chocolate tombola
Whist – gift stall
Short tennis – games
Garden club – plants and books
All committee to bring 6 mince pies.
Decorations – Wednesday afternoon. Set up - Friday evening before.
Nadine to get Father Christmas' gifts (50 gifts) – to wrap at village hall on Wednesday 30th 8pm.
Raffle - £25 for prizes, Lynne V to organise fruit basket. Chris and Gill to run this. Paula asked if the committee will write letters to the supermarkets for gifts.
Mike S suggested a set of outdoor lights and Andy will buy.

Mike C to buy indoor decorations if we need them.

Barbara to organise refreshments.

Treasurer's report

The current balance of funds is £31,581.41 – £10,000 to CRCC (grant), £14,000 ring-fenced for extension so actual money available £6714.31 plus £5,000 contingency fund.

Chris noted that an entry in the ledger that was raised last week – was a cash donation from the charity table top sale day.

Chris asked for clarity that he could pay Paula's cleaning invoice. He explained the bill and all agreed for him to pay.

Lynn needs to refund 1 days table fee for one craft fair user.

High income this month – the £10,000 for the charity exploration is now in the account (but this is ring fenced), also rental, craft fair and solar panel.

General Maintenance report

Mike S feels the hall is in generally good condition.

1 light out in the car park.

Barbara noted that the lock on the entrance door not locking every time, she has had difficulty in getting in a couple of times. Paula reminded the committee not to lift the handle of the door up when locking. Paula said that the preschool staff have not noted any issues.

To organise a locksmith (Warren) to look at it.

Toilet tap has been repaired and inspected and Mike S has paperwork for this.

Lynn V said that she noted the heaters weren't programmed to come on in the evening. She asked if there was any subsequent heating that can be used when there is an event or meeting that is not planned and so not programmed in. Andy agreed to look into the price of a space heater. Chris asked about the programming of the heaters. Perhaps we should have a program of people able to adjust heating and then as soon as we have an event booked – we can set the heating for ad hoc meetings.

AOB

Paula said that the preschool knife is missing from the kitchen.

Shed update – all the items have now been taken away.

Quiz night report – Lynn said that the organisation of the event was not as good as usual regarding the raffle, prizes, refreshments etc.

Pete said that £50.50 was raised, 5 teams played. People who attended said that it was a good event.

New year's dance – All in place with Mood swings – Barbara to look into the variety of dances needed. To finalise all at next meeting.

Thelma – the screws in some of the chairs have come undone. She suggested that the chairs should be checked regularly. Andy to look into this and set a schedule. Nadine said that the chairs need a clean, and could we pay to have them cleaned. She asked if we ask Paula to "deep clean" the chairs regularly. Mike S to approach Paula to ask about this.

Nadine said she was on the PTA for St Germans and asked if they can borrow folding tables for their craft fair. She could collect them and drop them back easily – she was informed that the cost was £2 per table.

Mike S – said that the curtains in the kitchen don't look very good. It is felt that a blind would be more appropriate. Mike S to get a quote for blinds.

Meeting closed at 20.10

Date of next meeting –Monday 5th December 2016 at 7pm

Monday December 5th meeting agenda

- 1- Apologies
- 2- Minutes of last meeting
- 3- Matters arising
 - a) Grants, extension plan etc.
 - b) Car park entrance update
 - c) Flag pole – *not for discussion until car park wall is resolved*
 - d) Christmas fair – report
 - e) New Year's Dance
 - f) Kitchen blinds
 - g) Outside lights
 - h) Chair cleaning
- 4- Treasurer's report
- 5- General Maintenance report
- 6- A.O.B.
- 7- Date of next meeting – Monday 2nd January 2017.