

Treknow Village Hall

11/05/2021

9.30am

Held in Hall

Meeting called by: Chairman – Peter Bower

Type of meeting: Progress Update

Note taker: Carol Coupe

Attendees:

Peter Bower (Chairman)	PB
Judith Bower	JB
Carol Coupe (Secretary)	CC
Jenny Patterson (Treasurer)	JP
Stuart Patterson	SP
Malcolm Prout	MP
Angela Freke	AF
Julie Sandercock	JS
Jean Prout	JP

Apologies:

Minutes

Presenter: Peter Bower

Discussion:

PB Opened meeting – welcomed and thanked everyone for attending the meeting – Face Coverings may be worn

Also thanks to Cliff for fitting and completing kitchen

JS Suggested Ted Lowe 'must' have been to remove light as its now taped, she will call him to confirm and ask when if he is available to complete outstanding works

PB Suggests looking at finance next - Pass to Jenny for Finance report

JP Substantial sum from Cornwall Council received by way of a grant and anonymous donations also received (see print out) – Financial Report print out handed to committee

JP suggest £5000 to be transferred to Savings Account as buffer account – All agreed
(PB asks if donations can be subject to 'Gift Aid' JP to find out)

PB Thanks to SP and MP for all work to outdoor space

- PB Internal doors – (dividing doors), meeting with Andrew Cook took place, he suggested sliding doors fitted inside recess (not outside), lower rail would be sunk to prevent a trip hazard
JS asked if part glazing would be possible, PB to inquire
- PB Heating
JP – Quote received from 'Steve Newell'. He suggests best option would be a 'Heat Pump' system – See quotation. He has offered to service annually free of charge for the hall

MP – Comments, possibly noisy units / 3 phase installment / planning permission. This should be considered

JP – to contact Steve Newell to set up a further meeting to clarify these concerns

JS – Contacted another possible supplier, awaiting response
- PB Possible connection for broadband
JP – to contact BT for quote
- PB Advertising – JB/JS/CC to discuss and forward advertisement to Tintagel Voice
- JB Facebook update – Photos of ongoing refurbishment of hall on Facebook getting positive responses
- JB/PB New noticeboard for outside of hall – suggest replacing with a lockable board. All in favour – JB to source further prices
- PB Suggestion of an 'Open / Consultation Day' for people to view and make suggestions for use of hall
All in favour – Provisional day **Saturday 3rd July**
- JB Need for Risk Assessment
JP – Suggesting Accounts on Charity Community Website, therefore Risk Assessment will need to be done.
JB – Downloaded guidance from HSE website – which could be followed
JP – Covid Regs need to be checked prior to hiring hall i.e. signage, sanitizer etc
- JP Disability Act
Discussion by all – Access Audit. Further enquiries required regarding feasibility of 'reasonable adjustments' i.e. what provisions need to be put in place
- JP DBS check – consider member of committee for this in the future
- PB List for 'Hirers' – What is expected i.e. Gentle rules regarding the hiring of the hall

- JB Accident Book and First Aid Kit
JS – to check Kit and relevant Accident Book
- JP Time for music cut off – Agreed midnight
PB – Courtesy letter to be sent to adjacent premises informing of late music
- CC Music License
Discussion of requirements for a music license – If music played for private parties i.e. family and friends, no license required. For the public, license is required, annual income determines cost.
JP to find out if 'Grant' is classed as 'income'
Occasional Permits can be purchased for a 'Single Event' PPLPRS Licensing would need to be approached with information of event
- JP Hirers would be asked to provide own 'Tea Towels', 'Towels', 'Cleaning Cloths' (particularly in light of current Covid conditions)
Hirers to remove Own Rubbish at end of session

Suggestions

- JS Minimal amount of Wash up liquid / J cloth / Black bags to be placed in kitchen

AOB:

- PB Woodwork at rear of hall – in poor condition. Suggest plastic facia & soffit to replace or cover
All in agreement
- JS Flooring – From samples a carpet for 'extension hall' was chosen
Flooring – Vinyl for toilets to be ordered
- CC Purchase a Diary for Bookings – Agreed

Other Information

Special notes:

Further Meetings

Tuesday 8th June 2021 @ 09.30am TVH