

# 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 22 October 2024  
at 7 Manor Close at 7.30pm**

**Confidential unless agreed otherwise by the Chairman**

### 1. Present:

Phil Shephard (Chair), Keith Lowden, Clare Sprenger (Treasurer), Steve Teasdale, Bob Smith, Kelly Pengelly (Vice Chair), Katie Vause

### 2. Apologies

Apologies received from Lin Teasdale (Secretary), Anne-Marie Irons, and Heidi Hill.

### 3. Minutes of the meetings held on Tuesday 13 August and Tuesday 17 September 2024

The minutes of the meetings held on Tuesday 13 August and Tuesday 17 September 2024 were **agreed** as a true record and approved.

### 4. Matters arising:

- a. **Josh Curnow:** Kelly agreed to contact Josh to see if he had any availability at the end of February 2025. **Action:** Kelly
- b. **Servicing the boiler:** Steve reported that he is still waiting for the Glenn Marriott to give him a date for servicing the boiler. **Action:** Steve.
- c. **Health and Safety checklist:** Phil has researched a Health and Safety checklist. Bob Smith, who is an accredited H&S inspector kindly volunteered to take over this work item, and ensure that we have the required processes in place. **Action:** Bob.
- d. **Defibrillator update:** Bob reported that he has contacted the British Heart Foundation to see if it has any defibrillators available this year. He is waiting to hear back from them and will update us at the next meeting. **Action:** Bob.

### 5. Finance Report

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

Clare reported that there was a surplus of £2346.49 to date for this financial year. In view of this, our current account balance presently stands at £6989.83. Under normal circumstances, she would propose that we transfer a further £2000.00 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 extra

expenses arising from the Hall Survey Report, so she proposed to continue to monitor the situation over the next few months before making a decision about this. The committee agreed to this. **Action:** Clare

## 6. Barn Dance

Regrettably we have cancelled the barn dance as we have not sold enough tickets to make the event viable. We did not have a contract with the band so we did not have an agreed cancellation fee. Due to the short notice, and the special low rate that the band had offered us, the committee decided that it would be the right thing to pay the full fee (Proposed Phil, Seconded Steve, 6 for). **Action:** Clare to pay the band and refund the existing ticket holders.

## 7. Breakfast with Santa 2024

Heidi reported, via Kelly, that it was proving impossible to find a suitable date to hold this as a stand-alone event, so proposed that we make it part of the Christmas Fair. This was agreed by the committee. We will set up a grotto in the Manor Suite, and Santa will distribute small presents, financed by the committee, to any children who want to visit him there. Parents will be welcome to take photos of the encounter.

## 8. Update on Village Hall Survey Report

The following progress has been made with the required improvements resulting from the recent building survey of the hall:

- a. Roof: Ben Chilcott and Mark Harris have both looked at the roof, and agreed that we need to strengthen the existing support timbers. This remedy is nowhere near as bad as the worse-case scenario of re-roofing. The premises sub-committee discussed the quotes provided, and the full committee voted by email to accept the quote from Mark, recommended by the premises committee. We plan to pay for this work out of our reserves because Mark can do it in the week commencing January 6<sup>th</sup>, which will lead to a minimal impact on our users. Phil has informed our regular users that the hall will be closed that week, and put a notice about it in the Community News for November.
- b. The second area of concern identified by the surveyor is the walls, particularly the damp problems. With the current wet weather, the premises sub-committee will meet soon to discuss how to move forward with this. **Action:** Phil to suggest some dates.
- c. Steve Ball has been asked to assess the situation with the old oil tank and the anti-tamper device, but has not done this yet. **Action:** Steve to chase because we should be ordering some heater oil soon to get us through the winter (see below).
- d. We have purchased a free-standing Crowd Control Barrier to prevent hall users from climbing the stairs to the stage. Some hall users seem to move it, but we will be able to use it to prevent children playing on the stairs at events. **Actions:** Lin to close this action as complete.
- e. 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. Carbon Monoxide monitor has now been installed. **Actions:** Lin to remove the Carbon Monoxide monitor from this action as complete.
- f. Health and Safety risk assessments and checks. Bob is now owner of this item (See above). **Action:** Lin to remove this item this list as it is covered elsewhere.
- g. Clare has updated the Parish Council. **Action:** Lin to close this item as complete.

## 9. AGM Suggestions:

- a. **Suggestion box in the shop:** Discussed, but given the low quantity and quality of suggestions in the suggestion box in the hall, we did not feel that this would be terribly useful. We are always canvassing for suggestions; both in the monthly report in the Community News and also in our advertising for events, and people know who to approach if they have ideas.
- b. **Quiz night:** We discussed having a cheese and wine and quiz night, and will discuss this further at our planning meeting in January. Action: **Lin** to add this to the agenda for January meeting.
- c. **Theatre productions:** We have had productions in the past, the show by Into Bodmin earlier in the year being the latest event. We discussed whether we have suitable lighting, or whether the

theatre companies would have to provide their own. Steve believes that there are some lights in the loft and Bob offered to take a look at them. **Action:** Bob and Steve.

#### 10. Workplan Completed Actions & Follow Ups

- a. Terms and conditions for committee members. Phil (Chair) re-stated that all items discussed at our meetings must be treated as confidential because some items take a lot of planning and discussion before they are finalised and ready to be shared with the village. Kelly (Vice-chair) emphasized how important this was in enabling us to present a unified voice of the committee and to instil confidence that we are doing a good job. Phil (Chair) is the person responsible for all communications, which he does through his social media and Community News postings. (Proposed by Phil, Seconded by Kelly, 7 votes for, non against.)
- b. Stage curtains. Waiting for Steve to have the time to do the job
- c. Craft club. Bob reported that Mrs Smith runs various crafting activities at home and is understandably reluctant to commit to a regular club. Bob will remind her that she can use the hall if she needs to. **Action:** Lin to close this item as complete.
- d. Suggestion and donation box. Steve now has the key so that he can mount this on the wall.

#### 11. Any Other Business

- a. **2025 program of events:** We agreed to start planning the programme of events for next year at our first meeting in 2025. **Action:** Lin to add this to the agenda for the January meeting.
- b. **Carbon Monoxide alarm:** Steve reported that he has donated and installed a Carbon Monoxide alarm next to the boiler. The committee thanked him very much for his kind donation.
- c. **Heating oil:** Steve reported that the oil tank is half full, so we ought to consider refilling it before the winter. Clare proposed we delay this until Steve Ball has looked at the tank (See above). Action: **Steve** to chase, and **Clare** to follow up with Steve if this hasn't happened in the next couple of weeks. We will go ahead and order the oil anyway if he is unable to look at the tank soon.
- d. **Christmas Fair:** Keith reported that he has sold 19 tables (17 paid for so far). It was decided that we would put the Christmas bunting up in time for the occasion. **Action:** Phil to find out people's availability for helping on the day, setting up (including the grotto) and clearing up.

#### Date of Next meeting

The next meeting will be held on **Tuesday 19 November 2024 at 7.30pm** in the Manor Suite.

The meeting closed at 8:50pm with thanks to all for attending.

# BLISLAND VILLAGE HALL

## SUMMARY OF EVENTS 2024/2025

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