

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 19 November 2024 in the Manor Suite at 7.30pm

1. Present:

Phil Shephard (Chair), Keith Lowden, Katie Vause, Clare Sprenger (Treasurer), Steve Teasdale, Bob Smith and Lin Teasdale (Secretary)

2. Apologies

No apologies were received.

3. Minutes of the meeting held on Tuesday 22 October 2024

The minutes of the meeting held on Tuesday 22 October 2024 were **agreed** as a true record and approved.

4. Matters arising:

• **Josh Curnow Update**

This event has been booked for Saturday 22 February 2025, thank you to Kelly for organising.

The Committee agreed that the ticket price for this event should be £10.00 if booked in advance and £12.00 on the door. There would be no concessions for children.

Each ticket would be numbered and there would be a total of 80 tickets on sale, as this was the maximum amount the Village Hall could hold.

There would be the usual bar and nibbles on each table.

This would be advertised early and should be mentioned in the next Community News. **Action:** Phil

• **Servicing of Boiler Update**

Steve informed the Committee that the boiler had now been serviced.

• **Oil Tank Service & Fuel Update**

Steve reported that the oil tank had been looked at and a new metal top would be fitted.

The tank had also now been filled up with fuel ready for the winter months.

- **Mounting of Suggestion Box Update**

Steve reported that this had now been done.

- **Defibrillator Update**

Bob reported that the bid for a defibrillator had been unsuccessful for this year. The Committee agreed to try again next year. Bob informed the Committee that it was £350.00 to purchase one; the Committee agreed that this was not essential and maybe something to consider in the future. Bob agreed to bid again in 2025.

Action: Bob

- **Lights for Theatre Productions**

Bob and Steve reported that there were lights in the Village Hall, which worked and looked new. However, these were not suitable to use for theatre productions as the brightness of the lights could not be controlled.

The Committee discussed a production that had been held in Helland Village Hall; 'Who Killed the Headmaster' which had been a great success. Phil agreed to contact the organiser to see if they would be interested in doing something similar for Blisland Village Hall. **Action:** Phil

5. Finance Report

Clare presented the Treasurer report and she highlighted the key areas to the Committee.

Clare informed the Committee that £350.00 had been received from the Blisland Community Association Bacon Butty event. A letter of thanks had been sent to them from the Chair.

Clare reported that there was a surplus of £1841.73 to date for this financial year and she would continue to monitor whether any further monies should be transferred to the deposit account, in accordance with the Capital Reserves Policy, as agreed at the last meeting by the Committee. **Action:** Clare

6. Christmas Fayre

Clare informed the Committee that of the 22 tables booked, payment had been received from 20 to date.

Phil reported that he had received further interest for another 2 tables; he agreed to direct these to Keith.

Action: Phil

The Committee discussed the setting up of the Village Hall, the Santa's grotto and the help needed on the day. Committee members present gave their availability and Phil agreed to contact those members not present to gain their availability for both setting up and on the day. **Action:** Phil

Phil agreed to provide the music on the day. **Action:** Phil

Keith agreed to order 60 sausages and 3 packets of bacon from Button Meats. **Action:** Keith

Phil agreed to ask Heidi if she could contact Barnecutts for the baps; 110 baps were needed. **Action:** Phil

Clare agreed to check what condiments were left over from the last event and to let Phil know. **Action:** Clare

There would be tea / coffee and squash and alcohol available from midday.

The following pricing was agreed by the Committee:-

£4.00 a bap and a hot drink / squash

£3.00 for a bap

£1.00 for a hot drink

Alcohol to be priced individually

7. Chilli Night

The Committee discussed this briefly, the date for this event was Saturday 25 January 2025, It was agreed that there would be a choice of a Chilli or another non-spicy dish, to be decided. The Committee agreed that this event should be discussed in more detail at the next meeting. **Action:** Lin

8. Health & Safety Update

Bob reported that he had started to put together a Health & Safety folder which would be kept in the Village Hall. He stated that the folder was an ongoing process and he would keep it updated accordingly. **Action:** Bob

He reported that he had already undertaken some risk assessments, which were held in the folder. He had also managed to get 2 free fire extinguishers which would be coming shortly.

He had undertaken some damp readings and the main area of concern was the staircase down to the Manor suite.

Lastly, Bob would be organising a quote for a full electrical check of the Village Hall, which was prompted by the fact that some of the electrical equipment was overdue for inspection. **Action:** Bob

9. Terms and Conditions for Hiring the Village Hall

Phil reported that he had circulated the latest draft to Committee members but this was still a work in progress. **Action:** Phil

10. Workplan Update

Lin requested an update on the following actions:

Fire Ramp
Sealing of the Village Hall main floor
Solar Panels
Fundraising for Works

The Committee agreed to put the Fire Ramp on hold on the workplan and to close the remaining actions, as these were now covered by the Village Hall Survey Report. **Action:** Lin

11. Any Other Business

• Pensioners Meal

Phil reported that the Village Hall had been booked by Gill Pengelly (Tinks Catering) on 18 December 2024 to hold a pensioners lunch. There would be a nominal charge but this would be based on them covering the costs only. The Committee agreed that there should be no charge for the use of the Village Hall as this was a Community event. Phil agreed to contact Gill to see if she would like the Village Hall to provide the drinks on the day, at cost price. **Action:** Phil

• Coffee Mornings

Phil asked the Committee if the Christmas Coffee morning could be held in the Village Hall on 21 December 2024, instead of the usual venue the Institute. The Committee agreed to this request and that no charge would be made as this was also a community event.

Date of Next meeting

The next meeting will be on **Tuesday 17 December 2024 at 7.30pm** in the Manor Suite.

The meeting closed at 8.30pm 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	Completed
20 September 2024	Autumn Dance	Phil	Completed
25 October 2024	Whippletree Ceilidh Band	Anne-Marie	Cancelled
30 November 2024	Christmas Fayre/Breakfast with Santa	Keith	Confirmed
25 January 2025	Chilli/Curry Night	All	Confirmed
22 February 2025	Josh Curnow	Kelly	Confirmed
19 April 2025	Easter Fayre	Keith	Confirmed