

Minutes of Porthtowan Village Hall Committee Meeting – 23.3.22

Agenda:

To hand over from outgoing committee to new committee

Official handover needed

- 1) Sign off needed re charities – Income > £25,000 due to grants last year

Trustees account and verification of accounts need to be submitted -

As new committee we need to submit again from October 2021 – to Charities commission

- 2) Co-opt of old committee and voting in of new committee

Fi Killick – project officer for St Agnes chamber of commerce. Playpark committee already and here to support both.

Idea to join playpark committee and also support from chamber of commerce St Agnes – moving forward we will certainly strengthen this link

Alison Mills states involved in Dunes committee but would like to continue too

Dika Jewell – Porthtowan Players

Caroline has also said she will stay on Committee

Pauline Barrow- Parish Councilor rep (would like minutes re Council Commitments)

Kirsty Smith – Bookings to continue with additional team on board

New committee agreed – as per list from meeting 19.3.22 and those present tonight

All old committee in favour and new committee voted in.

Outgoing chairman has now disbanded and hands over officially to new Chair person – Jo Everill-Taylor

New Chair – Jo wholeheartedly thanked the outgoing committee to express our thanks for the work done for so many years.

New committee accepts now need to keep the hall going as it has in the past plus new projects and keep the legacy going.

Priorities for new committee:

- 1) Need to get fire certificate sorted – reparation to doors
 - a. Fire / safety last looked at in Dec 2021 and Mikey believes should now be up to standard
 - b. Fire Officer
- 2) Health and safety issues e.g. lighting
- 3) Boiler needs sorting – oil
 - a. ?Solar panels/ other solution

Paul Taylor assigned to look at issues with the building and help with assignment of tasks

Andy Bennie is happy to be involved in property management side of things

Pauline handed over additional points:

- 4) Treasurer information handed over from Pauline and she has discussed directly with incoming treasurer (Jeff) and we have accounts available to us
- 5) First Aid kit needs checking
 - a. In Maynard room currently but needs to go in Foyer and check in date then downstairs
- 6) PAT testing done recently (free of charge – Greg Chowney)
- 7) Windows cleaned inside and outside recently by Andy Brazier for very reduced rates
 - a. He will continue to clean outside windows free of charge 4 x year
- 8) Quote for new carpet in foyer handed over – Mikey has a reduced quote
 - a. New committee will consider hard flooring
- 9) Biffa bin contract
 - a. Need to take Pauline's name off
 - b. Need recycling bins here – quote previously rejected
- 10) Cleaning contract needed
 - a. Cupboard upstairs with cleaning products in
- 11) Bar license could be re-instated but need someone to get training
 - a. Buffy at Victory has offered to help

Handover of keys – Jo has chairperson keys

Caretaker keys handed in

Porthtowan VH is a Refuge centre and Pauline has now handed over to other Counsellor – Anderson Knight so he could have the keys but we hold them as a committee for now

Co-operation business plans need to be finalised so no-one personally accountable – needs to be finalised. Either follow through with that or CIC as per SLSC (Adam Richards has offered to share information)

Surrounding land as well as building is responsibility of the hall so insurance needs to cover this.

Question asked re annual costs of running the village hall

2 years ago this was looked at and not done since so needs formal r/v

Regular bookings from:

Pre-school Monday-Friday

Judo (Monday)

Porthtowan Players

Youth Group

Few childrens' parties and meetings rooms

Previous Saturday am markets

Craft fayres - ?alternate months (£60/month) – Lee Roberts

Lighting, insurance, water bills regular

Grants have been given for Covid restart fund

£17,000 approximately now in the bank

Kirsty stated we are missing out on adult parties re no bar so this could be looked at ?External running of the bar

Need hygiene certificates if want to cook food on the premises?

Fi Killick stated that with links to chamber of commerce we could get information re grants available and Fi willing to feedback from those meetings.

Christmas market mentioned and how we run that could be looked at – Unicorn on the beach hosted last year

As VH we should join in with other community days e.g.: Duck racing and get a simultaneous event going on.

New Chair Agenda going forwards:

Jo reminded us that we need to keep funds coming into Village Hall through volunteers

Reminded re 25th anniversary – 2025 to plan a big event for.

Mission statement: Needs writing at 1st meeting of new committee

Schedule of meetings set:

1 x month meeting needed as per constitution

AGM needs to be called by May – Secretaries responsibility – 21 days noticed needed.

Other suggestions from new committee

Facebook page and Website updates

Additional support: Monkey Puzzle have offered to do prints at cost price for advertising (Becky)

AOB:

Discussion had re alarm system – currently disarmed

We will look at this and possibly just a lock box at front of building.

Kitchen door and back door may not be very secure (fire doors) – needs to be looked at

New treasurer needs to have bank card to get money out

Regular bookings need to be handed out

Horse box to be on the back of the VH to sell cheese-cakes / similar and offer to keep keys / let people in – Craig

Whatsapp groups need to be set up in small teams

Village shop has a key (Les)— not always happy for people to collect when he doesn't know them so new keyholders found. Key needs picking up from the shop.

Becky will hold a key and other offers from the village also.

Code box could be the best option but need to check with the insurance – longer term solution

Smart keybox with temporary access: eSafe wall mounted electronic key safe

Parish food festival 1st weekend October

Queens Jubilee – can we pull something together – let Parish Council know

Bookings committee will meet – Rachel/Dika/Kirsty

Next meeting Thurs 28th April 7.30pm

Apologies from Louise and Celina