

St Keyne Village Hall Minutes

06/01/20

Trustees: Peter Higgs, Chris Fitzpatrick, Stuart Houghton

Present: Ian Page, Roger Hayes, Peter Higgs, Stuart Houghton, Chris Fitzpatrick, Jags Fitzpatrick, Jim Caple, Nick Pearce, Shona McGregor

Apologies: Sharon Clemens, Trish Washington

1. Minutes of the previous meeting (02/12/2019)

1.1. Minutes from 2/12/2019. Passed and signed by the Chairman; Peter Higgs

2. Building/Maintenance

- 2.1. Grass cutting. George Crabb will cut the grass. Waiting on PC for PLI certificate. **Chris**
- 2.2. Carbon monoxide detector needed in kitchen. **Jim**
- 2.3. Hall Spot lights. Confirm what bulbs are needed and confirm cost **Jim/Chris**
- 2.4. Village Hall Car Parking. Awaiting response from 3D. **Chris**
- 2.5. Lights around the VH need cleaning. **Jim**
- 2.6. Alarm 'tripped' in Dec. More sockets tripped on Sun 5th Jan. Chris to check 'earths' on the ring. **Chris**
- 2.7. CCTV. Peter to get a quote and pass on details to Chris who will then get further quotes. **Peter**
- 2.8. Broken socket behind cooker. Earth cable also needs checking. **Chris/Jim**
- 2.9. Periodic Inspection Test for Fixed Electricity. Chris to follow up to see if a test been done in the past. If not, then it needs doing. Shona may know an electrician. Roger will get a quote from Ferguson Stone (who rewired and replaced the car park lights) **Chris/Shona/Roger**

3. Financials (Treasurer)

- 3.1. Lloyds Deposit Account opened. Current Balance – £10,586.71
- 3.2. Lloyds Current Account Balance - £5,291.49
- 3.3. Stuart to send Chris accounts from last year so Chris can complete the Charity Commission end of year accounts. **Stuart**

4. 2019 Village Hall Events

- 4.1. Quiz night to be arranged for Sat 1st Feb. **Roger**
- 4.2. VE Day on May 8th. **Jim/Trish/Roger**
- 4.3. Roger will plan a list of events for 2020 along with dates/times. Avoid days already booked e.g. the big breakfast, plant sale, produce show etc... Publicly viewable calendar with bookings available on our website here: <https://www.stkeyne.org.uk/hall-calendar/> **Roger**

5. Any other business

- 5.1. VH Calendar: See <https://www.stkeyne.org.uk/hall-calendar/> under "Village Hall Hire"
- 5.2. St. Keyne Village Hall Survey. Ongoing. **Jim/Trish**
- 5.3. Boiler Programmer Cover – Purchased and needs installing. **O/S Chris**
 - 5.3.1. Provide Sally Lewis with a key to the programmer so she can turn on heating for monthly events such as Parish Council/Gardening Club meetings. **O/S Chris**

- 5.4. Fused Spur for Fridge/Freezer. Install a non-switchable socket behind the fridge. **O/S Chris**
- 5.5. Film nights. There is a cinema in Bodmin. Film nights are run in Liskeard and Looe. Do we need to follow through with this idea? **O/S Chris / Shona**
- 5.6. VH Charges. Suggest we revisit how much is charged to use VH facilities e.g. with/without heating. With/without kitchen. Postpone to April 2020. **Peter**
- 5.7. Cleaning. Chris asked Marina to create a comprehensive list of what is needed for the VH. Including a new pot brush and 2 additional brushes (for dustpans). **O/S Marina/Peter**
- 5.8. Peter Higgs to pay VH for the private event on Sun 27th Oct (Halloween) **O/S Peter**
- 5.9. VH Hire. Chris to ask Sally Lewis if gardening club usually pay for hall hire. **Chris**
- 5.10. Consider tarmac'ing the muddy corner of the car park. Review in spring. **Peter/Chris**
- 5.11. Sharon Clemens will show VH volunteers how to use the commercial dishwasher **O/S**
- 5.12. Committee proposed installing 3 steel box sections in the ground to make putting banners up easier. Have one quote at £120. Peter to get 2nd quote in stainless steel. **Peter**

6. Date of next meeting – Monday, February 3rd 2020 at 7.30pm

Chairman.....Date.....

This is a true record of the Village Hall Committee meeting from the 6th of January 2020.