



**Minutes of Directors' Meeting held at 7:00pm Tuesday, 22-Oct-2024
At Trevisker St Eval Community Centre**

Attending: Sally Pryor, Don Smale, Nicola Nicholls, Jade Wyles, Chris Dominey, Shirley Green & Gemma Lake
Apologies: Anita Locke

Item	Discussion	Action
1	<u>Welcome:</u> <ul style="list-style-type: none">• Sally welcomed directors to the Meeting.• Sally informed everyone Anita was unable to attend. Anita was unanimously voted in to remain on the board as a director.• Sally confirmed Don was now Treasurer and that it was not necessary to inform Companies House of this change.	SP
2	<u>Agenda:</u> <ul style="list-style-type: none">• Welcome & Apologies• Declaration of any Conflict of Interest.• Minutes of Last Meeting• Matters Arising• Correspondence• Finance; Update, Treasurer• Marketing• Bar; Update• Community Shop; Update• Events/Bookings• AOB	
3.	<u>Minutes of the last meeting:</u> <ul style="list-style-type: none">• Minutes of last meeting signed by Sally.	SP



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<p>4.</p>	<p><u>Matters Arising:</u></p> <ul style="list-style-type: none">• Regarding Lil Grilles and the kitchen, payment has not been received. We have legal advice on our insurance policy and have legal representation handling the case. Sally has doubted the club will receive any money.• Some of his equipment is still in the kitchen, and stock in the cupboards and freezer. The kitchen and bar locks have been changed.• Ash has shown an interest in running the kitchen, initially on Saturdays, and a breakfast club every other week. Sally has asked him to come up with a proposed menu. He will need a Hygiene Certificate and appropriate clothing when in the kitchen.• To avoid the occurrence of the ongoing situation, it was suggested Ash pay two months' rent up front. One month's deposit and a month's rent in advance.• Sally to draw up a contract for Ash and ensure he knows he must have his own card machine.• The kitchen extractor/ducting has undergone deep clean maintenance. Initially the cost of £1,200 was to be paid by the club, Lil Grilles and Oasis. Sally has re-negotiated the price and has succeeded in getting a £300 credit for next year. (The club will now pay two thirds of this). Oasis was not happy about having to contribute towards this payment, and felt this should be included in the rent. As they frequently use the kitchen during the week, it was felt it was fair in asking them to help to pay for this.• The rental of all rooms by Oasis group is to be reviewed. Any additional charges will not be included in the rent.	<p>SP</p>
<p>5.</p>	<p><u>Correspondence</u></p> <ul style="list-style-type: none">• No correspondence for discussion this time.	



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6.	<p><u>Finance:</u></p> <ul style="list-style-type: none">• The accounts for the year ending 31 August 2024 have been done and is to be emailed to Sally. She'll send it on the accountant.• Don handed out a spreadsheet and discussed income and expenditure for 2023/24. The net profit for the year was £8,025.92.• Income included £4,151.76 from the community shop, and £6000 in grants which was spent on the bar.• As of Monday 21 Oct, there was £7,591 in the bank.	DS
7.	<p><u>Marketing:</u></p> <ul style="list-style-type: none">• The website is done and ready to go live. Dom suggested creating "what's app" for the directors, which has been done by Jade. He demonstrated some of the functions available to the users. He has created a Facebook page.• Dom to check about acquiring an email address, so that the contract with One.com can be cancelled.	CD
8.	<p><u>Bar:</u></p> <ul style="list-style-type: none">• Some increases in prices will be necessary from 1st November, namely Thatcher's Haze and Rattler Ciders. Large bottles of wine and prosecco to stay as is, but an increase of 20p will go on small bottles of white wine.• San Miguel on tap will no longer be available. This will be replaced by Estrella.• The cost of buying Appletiser has gone up again. Buying the current brand would mean the cost of a bottle going from £1.80 to £2.20. It was suggested that Don try to find a cheaper alternative, whereby we can keep cost in bar to £1.80.• There's been no Carlsberg sales recently due to a fault. An Engineer came out to check the pipes and found the issue was with the barrel. This to be rectified.	DS SP



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<p>9.</p>	<p><u>Community Shop:</u></p> <ul style="list-style-type: none"> Shirley produced a document regarding income for July & August and the overall net income for the year. As mentioned in the Finance section, £4,151.76 was paid into the bank from the shop funds. Although Wednesdays opening hours were good, they are considering closing on Saturdays. It's just not viable. Thoughts for opening on different day/times were discussed but appears shop's busiest time was when the Oasis group is on site. Donations for 2024 to be as follow: Pre-school - £200.00 Community Garden - £200.00 StichinKernow - £200.00 Wellbeing – £150.00 Scout Groups - £450.00 Community Centre - £1000.00. This to be used towards decorating the other rooms/hallway. 	<p align="center">SG</p>
<p>10.</p>	<p><u>Events/Bookings:</u></p> <ul style="list-style-type: none"> Halloween and Live music planned for Saturday 26 October. Fancy dress optional. Kids Halloween disco to take place on the 31st with the sale of hotdogs available. Other events planned are: Bingo – 12 Nov and 10 Dec Quiz – 30 Nov School Christmas Fair – 07 Dec Kid's Christmas Party – 14 Dec Christmas Drawn & Sarah Cowling – 14 Dec New Year's Eve celebration to be planned. 	<p align="center">JW GL</p>
<p>11.</p>	<p><u>AOB:</u></p> <p>Sally told the members; SEACAF had received an email from the DIY SOS team. Although they were looking for families in need of their help, they were also looking for community big builds such as community centres. She and Barbara have made an enquiry and filled in the necessary forms. They also need to make a video.</p> <p>Sally asked for ideas whereby we would be keeping within the principles of DIY SOS, of bringing communities together for altruistic causes. Ideas for the garden and inside, for the well-being of the community. After much discussion, she asked Dom if he would liaise with Barbara on this. Dom agreed.</p>	<p align="center">SP CD</p>



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These Minutes were passed as true and accurate at the Directors' Meeting:

Signed..... Chair: Sally Pryor

Date