

Cornworthy Village Hall Committee Meeting

Village Hall, 16th March, 7.30pm

Present:

Bill Petheram	Chair	BP
Keith Pitman	Treasurer	KP
Elly Finn	Secretary	ES
Dawn Williams	Committee Member (Football)	DW
David Carver	Committee Member (PC)	DC
Donna Devaney	Committee Member	DD
Rebecca Stevenson	Committee Member	RS

Apologies:

Andy Gold	Committee Member (Table Tennis)	AG
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ITEM	MINUTE	ACTION
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1.	Minutes of previous meeting 17/11/21 accepted and signed by Chair	
2.	Matters arising from previous minutes <ul style="list-style-type: none">• Items covered by Secretary Report• Revarnishing of notice board – yet to be done	BP

3.	<p>Secretary's report</p> <ul style="list-style-type: none"> • Charity Commission Information on Trustees updated • Building Insurance renewed • Lottery Registration has not been paid for last 4 years. DD set up with SHDC and back dated payments made • VAT return completed to HMRC • Electricity reading taken and EDF updated • Committee contact details updated and circulated • Building survey arranged, undertaken and report circulated to committee members • Update on hall options written and forwarded to PC and put in notice board • Maintenance Book created and passed to Donna • Declaration of Trust – confirmation of ownership confirmed as being the Charity Commission • Andrea and Ralph confirmed that they did not intend to become full Committee members and had wanted to assist with the future works 	
4.	<p>Treasurer's Report</p> <ul style="list-style-type: none"> • KP reported £27, 918.34 in current account • Keith announced that he wished to resign as he did not have the capacity to undertake the role due to other time constraints and ill health. It was agreed that Keith would need to remain until a replacement could be found 	
5.	<p>100+Club It was agreed that Donna and Rebecca would take over the running of the 100+Club and would organise the renewal.</p>	DD/RS
6	<p>Fundraising</p> <ul style="list-style-type: none"> • Pie and Mash night in Autumn • Apple Day in conjunction with Pub • Dog show • Ceilidh <p>It was agreed to hold another meeting to discuss fundraising events separately</p>	
7	<p>Roles and Responsibilities</p> <p>It was agreed to create the following specialist roles to assist in the equitable distribution of work across the Committee</p> <ul style="list-style-type: none"> • Facilities - Donna Devaney • 100+Club – Donna Devaney/Rebecca Stevenson • Social Secretary – Dawn Williams • Communications – Bill Petheram • Maintenance Officer – David Carver 	

8	Parish Emergency Plan – the Secretary had been approached by the PC to request that the hall be available for the community in the event of an emergency. This was unanimously agreed.	
9.	Utility prices - Discussion was had regarding the increase in electricity prices and the impact on the hall finances and electricity cards. Treasurer to investigate the card prices and the offer through ACRE of research the best price. EF noted that EDF contract was due to expire this year,	KP
10	Hall Bookings – no update provided. EF to request annual update from Peter Fowler	EF
11	Website – BP had circulated website draft. It was agreed to proceed with Kingsbridge Websites at a cost of £495 and an annual update of approx. £70	
12	Compliance testing/health and safety - It was noted that a number of requirements had been highlighted on the insurance renewal and building survey that the committee were currently not complying with, including Fire and asbestos. It was agreed that the Facilities Officer and Secretary would compile a list and report back	DD/EF
13	Platinum Jubilee – Andy confirmed, via the Secretary that the PC intended to hold an event on the football field with music picnic and BBQ on the 5 th June. It was agreed that the VH would hold an event on the Saturday (to be discussed and agreed at the Social Meeting)	
14	Hall Survey – Contents were noted. It was agreed that Secretary would approach Kirkham Board to provide fee quotes for the recommended surveys and to project manage any future hall option. It was also agreed to request a price from Kirkham Board for the approximate costs of providing a new hall (with the same provision as existing to allow for direct comparison)	EF
AOB	Keys – Agreed the following Notice Board – Elly and Bill Padlock – Pete Fowler/Bill/Dawn/Elly/Donna/Rebecca	
DONM	Social/Fundraising meeting 4 th May	

