

## Cornworthy Village Hall Committee Meeting

The Hunters Lodge, 8.00pm, 14 June 2022

### Present:

Bill Petheram	Chair	BP
Paul Sterry	Treasurer	PS
Elly Finn	Secretary	ES
Dawn Williams	Committee Member (Football)	DW
David Carver	Committee Member (PC)	DC
Donna Devaney	Committee Member (Facilities and 100+)	DD
Harriet Mellor	Committee Member	HM
Simon Baker	Committee Member	SB
Rebecca Stevenson	Committee Member	RS
Steve Hunt	Committee Member	SH

### Apologies:

Andy Gold	Committee Member (Table Tennis)	AG
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ITEM	MINUTE	ACTION
1.	<b>Welcome</b> – BP welcomed all to the meeting, particularly Steve, Harriet and Simon who have offered to join the committee	
2.	<b>Acceptance of previous minutes</b> – minutes of the meetings 16 <sup>th</sup> March 22 and 4 <sup>th</sup> May 22 agreed by all, signed by Chair	
3.	<b>Committee Membership</b> – RS confirmed that she wished to resign but happy to continue to support the hall at events. RS thanked for her continuing support by all.  Steve, Harriet and Simon were proposed by DD as new Committee Members, with Steve representing the Parish Council. DW seconded and unanimously agreed.	

- 4. Matter Arising-**
- 4.1 Village Photo** – BP to make contact with Paul regarding circulation. It was agreed to communicate how to obtain an electronic copy and BP to confirm how hard copies could also be ordered. **BP**
- 4.2 Revarnishing Noticeboard** – BP to complete by the end of June **BP**
- 4.3 Roles and Responsibilities** – ES had circulated draft prior to meeting. Requested that this was reviewed by all and comments sought for next meeting **All**
- 4.4 Utility Provider** – Confirmed that EDF contract due to expire and that new contract would have to be agreed for electricity. Utility Aid offer to explore best options for charities and PS requested to review options. ES to forward email. **PS**  
**ES**
- 4.5 Hall Bookings** – ES to circulate **ES**
- 4.6 Ratification regarding surveys and VAT software**  
**AGREED – instruct Heating Engineer Feasibility Survey (as quote circulated by ES of £2,347.60 plus VAT) and to subscribe to SAGE for VAT (which now has to be submitted digitally) for the sum of £14 per month (Charity rate)**
- 5. Secretary’s Report –**
- Charity commission return for 20/21 submitted
  - Valuation Office annual return completed (rateable value determination)
- 6 Treasurer’s report –**
- Paul confirmed receipt or partially completed accounts, cheque book etc from ES and thanked her for bringing up to date.
  - Confirmation that SAGE would be used for VAT and invoicing purposes going forward **PS**
  - Confirmed as of 1<sup>st</sup> June 2022, £25,407.90 in current account.
  - SB suggested that some of this money ought to be put in a savings account. This was agreed as needing investigating. SB requested copy of last year’s account **PS**  
**ES**
- 7 Facilities Officer’s Report – see attached report.**  
**AGREED –**
- Kelvin to replace other ceiling lights **DD**
  - SB to apply graphite to lock **SB**
  - Asset and Key register to be undertaken 20 June 22 **DD/DW**
  - Helen to be contacted regarding re-upholstering of damaged chairs. **DD**
  - Buildings H and S assessment to be completed **DD**
  - FRA quote received from Totnes Fire is the cheapest of three at £250 plus VAT. It was agreed to instruct. DD confirmed they would undertake PAT testing at same time. **DD**
  - DD proposed and it was agreed by all to use Totnes Fire instead of Dart Fire going forward.

- 8 **100+ Club** – see attached report  
AGREED –
- To increase ticket price to £20pa
  - Poster on notice board to notify village of funds raised and prize draws etc **DD**

- 9 **Hall Options Update**- ES confirmed
- Initial Survey with Heating Engineer arranged
  - Quotes for FRA/Asbestos/Drainage and Heating Options sought and circulated. Fee quote sought from Kirkham Board for further Project Management received and circulated

Discussion was had regarding options appraisal work proposed. It was agreed that focus had to be on existing hall and ensuring that it was fit for users. Currently hall running at a financial loss due to lack of regular users (WI/PC etc that no longer hold their regular meetings) due to current condition. Work on a 'new hall' was not on the remit of the committee nor were there sufficient funds available to undertake meaningful appraisal work. Only if all options to improve the existing hall had been exhausted would other options be pursued. Making the existing hall a profitable business again should be the Committee's priority. This did not preclude others from investigating the potential for a new hall

It was agreed that this should be communicated to village **BP**

10 **Fund Raising**

Dog show – see additional report

Apple Day – 9<sup>th</sup> October 10.00am at the Hunters Lodge

Ideas discussed -

Apple Press

Hog Roast

Apple pie competition

Bottle stall

Apple Bobbing

Cakes and Teas

Handbell

Cloggers

Raffle

Pig racing on Saturday night?

First Aider/Risk Assessment would be needed

**11 AOB**

- Website – HM/BP/DD to work on website and uploading information **HM/DD/BP**
- Official village hall email address – Bill to review and confirm **BP**
- Thank you to Rebecca **ES**
- Agreed to create a list of 'additional helpers' that could be called upon for events etc **HM**

**DONM** 12<sup>th</sup> July 8.00pm in Village Hall