

**MINUTES OF CORNWORTHY VILLAGE HALL COMMITTEE MEETING  
7.30pm Wednesday 1st February 2023, Village Hall**

**Present:**

Bill Petheram	Chair	BP
Paul Sterry	Treasurer	PS
Donna Devaney	Secretary	DD
Elly Finn	Committee Member	EF
Dawn Williams	Committee Member	DW
David Carver	Committee Member	DC
Andy Gold	Committee Member	AG
Simon Baker	Committee Member	SB

**Apologies:**

Susie Hudson	Committee Member	SH
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**ITEM**

- 1. Minutes of the last meeting accepted and signed.**
- 2. Matters arising:**
  - 2.1 Website update - See Item 10
  - 2.2 Volunteer List - not yet compiled.
  - 2.3 AG & SB were due to attend December CPC meeting but this was cancelled.

**3. Secretary Report**

Charity Commission:

Handover of Documents and Files, information sharing from EF to DD

Charity Commission - Trustee changes, contacts, upload of accounts for 2012/2022.

Roles and responsibilities review: ongoing

Committee Meetings Schedule:

DD suggested setting meetings for the whole year including AGM, agree frequency, time and place. Aware of the many 'subgroup' meetings taking various members time, e.g. Fundraising, Events, Hall Upgrade, in addition to all the 'unseen' work that committee members do.

SB suggested that in such a potentially busy period, there should be monthly update meetings targeting key activities, e.g. Fundraising, Hall Upgrade, Events, etc. in addition to full Committee meetings.

**ALL** agreed to a short meeting, first Tuesdays of the month 8pm - 9pm.

BP requested that committee find better ways of improving comms between members outside of meetings. To be discussed with SH.

#### **4. Treasurer Report**

PS reported Tax refund received. As of 13/1/23 Account holds £25,874.

Donation from Priory Players of £1,000.

**DD** to send 'Thank You' to Sarah Southgate and Amanda Horning

5 successful events in past few months have raised £4,000, but outstanding Consultancy fees (£3,000) will take most of this.

Invoice for M&E Design of £4,000 to be paid.

No new cheque book received yet. PS has formally complained and has been given £500 compensation by bank.

DD asked if the money from Christmas Wreath Making fundraiser by Linda Maby had been received, and how much was donated? PS confirmed no payment received. **DD** agreed to check with Linda Maby

Online banking is still not set up. Information required from **BP & EF**

SAGE working well. PS requests another CM to be able to access SAGE in PS absence. **SB** volunteered to do this with **PS**.

DD requested a breakdown for annual revenue expenditure, Insurance, H&S Compliance, utilities, registration fees, etc., to include some routine repairs. **PS** agreed to supply a revenue breakdown.

**PS** is exploring opportunities to purchase wholesale electricity as a charity.

#### **5. Facilities Update**

H&S Compliance:

5 year hard wiring test booked: 1/3/23

Annual Fire Equipment Test & Servicing, PAT booked: 30/3/23

Review of maintenance and repairs: (separate from major capital works) to be undertaken by **EF & DD**

Quotes for Damp repairs: **DD** is arranging Stonemason and Roofer to attend site.

Noticeboards: External requires attention, Internal to be relocated rather than purchase new as part of Hall refresh. **BP** to assist **DD**

Hall Refresh/Redecoration:

**ALL** agreed to do this weekend of **11/12 March 2023 9.30am START!**  
**SB** will purchase paint and equipment (**EF&DD** to provide colour choices)  
**BP, AG, DD any one else available**-to assist with preparation in week before, washing down walls, sanding,etc.

## 6. Hall Options Update

EF has been working with Heather (Kirkham Board) to prepare tender information based on our original schedule of works (2022).

With notification of ACRE funding opportunity offering 20% funds for identified capital projects; the schedule of works has identified only a relatively small amount that would be eligible for this bid.

EF, SH & SB agreed to put forward an enhanced capital investment programme to include AV in main hall and meeting room, re-model toilets, Fire Safety - Alarm, Doors,etc. to maximise opportunity for additional funds.

ACRE bid seeks evidence of support from Parish Council and a provisional £5K has been assigned to CPC which we hope to discuss with them.

EF has notified CPC of proposed bid.

**EF & SB** to attend CPC meeting on 13/2/23 to set out bid and costs.

Tender work with Kirkham Board is currently suspended pending the outcome of bid process in April, (with further 6 months to show evidence of remaining 80% of funds has been secured.)

EF will set up and lead a Hall Upgrade working group to include both some committee members and others who have expressed interest. Terms of reference and delegated authority to be agreed.

## 7. Fundraising Update

Crowdfunding:

**SB** looking into opportunity for Crowdfunding and will report at next meeting.

**SB/SH** to meet Anthony Hawkes for advice about large scale Fundraising using his experience raising funds for Church.

Ideas for Visual Prompts to Fundraising:

Ask Grahame Nutt to make a 'Thermometer' totaliser?

'Wall of Donations' buy a brick displayed with name of donor in Hall?

Charity Ball:

SB proposed organising Charity Ball on Football Field June 2024 for up to 200 people @ £50/£60 per ticket. Include an Auction of Promises

**SB/SH** would like to set up a small organising working group which will include people from outside committee.

ALL in favour.

Large Donations:

SB informed that there is possibility of 2 donors with total offer of £20k

PS requested confirmation ASAP to support the ACRE bid.

## 8. 100+Club

DD asked when and how 23/24 tickets will be sold?

How will new system monitor who has paid and eligible to enter?

DD suggested postponing start date of new round of 100+club until September 2023 to align with CVH accounting year to allow extra time to set up.

Discussion by ALL on timescale to implement 23/24 100+ club to limit loss of funds

DD asked who will be responsible for managing 100+club this year?

**SB** Fundraisers would take responsibility for administering 100+club

## 9. Events

- Pig Racing Evening: Saturday 11/02/23 (funds shared with Cancer Research)  
Organised in full by Hunters Lodge Team.
- Curry Night: CVH @ 7pm Friday 31/3/23  
**DW** to liaise with **SH** re: information for comms, posters, etc.  
**DW** to sell tickets. Limited number to be agreed  
**ALL** Event planning at next meeting.
- Cornworthy Coronation Weekend Celebration:  
DD/BP attended 2 meetings on behalf of CVH Committee.  
CVH will plan and host a Cornworthy Village Exhibition in the Hall  
Saturday-Monday

DD proposed a Royal theme Film Screening for the Friday evening Assistance with funding both events available from Parish Council Fund.

CVH asked to supply Hall equipment for events on Saturday in pub garden and to support WI with garden refreshments.

- Dates agreed for forthcoming Cornworthy Village Hall events in 2023
  - Curry Night 31 March 2023
  - Coronation Events 5 - 8 May 2023
  - Dog Show 10 June 2023
  - Apple Day end September/early October? tbc
  - Halloween Pie Night 27 October 2023
  - AGM 7pm 7 November 2023
  - Christmas Craft Fair 2 December 2023

#### **10. Website Update**

11. BP/DD met briefly with SH in early January to scope the ideas. SH has been unable to give this full attention due to priority of ACRE Funding bid, but will address this ASAP to support our application.

#### **12. AOB**

Discussions have been taking place since Christmas about ways in which CVH might support the Hand Bell ringers restoration of the Bells. DW suggested this should be put on hold for now it is currently on pause with the group due to loss of bell ringers.

**DONM: 7.30pm Tuesday 7th March 2023, Village Hall Meeting Room.**