

Cornworthy Village Hall – Committee Meeting

Village Hall, 8th November 2023, 8pm

Present: New Committee

Simon Baker	Chair	SB
Paul Sterry	Treasurer	PS
Hilary Tuppen	Secretary	HT
David Carver	Committee Member	DC
Andy Gold	Committee Member (Table Tennis)	AG
Bill Petheram	Committee Member	BP
Jill Reid	Committee Member (PCC)	JR
Dawn Williams	Committee member (Events Coordinator/Football)	DW

In attendance:

Donna Devaney	Facilities; 100+ Club	DD
Elly Finn	Building upgrade	EF
Peter Fowler	Hall Bookings	PF

Apologies:

None		
------	--	--

ITEM

MINUTE

ACTION

1.	Welcome from the Chair – SB welcomed the new committee and associate members.	
2.	Minutes of the last meeting (4 th October 2023) - agreed as a true record and signed by SB	
3.	Matters Arising <ul style="list-style-type: none">- Fundraising Thermometer work continues – BP has the necessary board. The surveys are being redone to clarify the total target figure.- Apple Day Report: attendance was lower than 2022. Thanks were acknowledged being due to Andrew Hartnell for his	BP/EF

	<p>assistance on the day. The Hunters Lodge had expressed the view that Sunday might be a better day for the event. EF and DD to follow-up with Hunters Lodge to see what worked well/what could work better – to be considered at the next committee meeting.</p> <ul style="list-style-type: none"> - 154 100+ Club tickets sold. Receipts total £2,307, of which 50% will be donated to the hall and 50% spent on prize monies. There are 3 “special “draws in addition to the monthly draw. Latest draw outstanding? - Projector purchase – installing audio-visual equipment is part of the next phase of the grant application - installing WiFi is a compulsory capital upgrade. The film club needs to consider what equipment, etc. is required for its purposes and consideration should be given to equipment that will enhance prospective bookings for the hall. AG and DD to contact Paul Mcloughlin to discuss audio-visual and Wi-Fi requirements/options. 	<p>EF/DD</p> <p>DD</p> <p>AG/DD</p>
4.	<p>Fundraising</p> <p>SB will continue to take responsibility for fundraising, with assistance from AG.</p> <p>SB to liaise with DD on the preparation of a printed leaflet to use when making house-to-house calls.</p> <p>It was noted that any “Friends” of the Village Hall who sign up for annual membership (see below) should count towards the number of supporters when making grant applications.</p>	<p>SB/AG</p> <p>SB/DD</p>
5.	<p>Hall Upgrade Report:</p> <p>The next matter being dealt with is the installation of the new doors on Monday 27th November – no other bookings should be taken for that week (except table tennis).</p> <p>Otherwise, the project is on schedule.</p>	<p>EF</p>
6.	<p>Events</p> <p>Christmas Fair arrangements (25th November):</p> <p>Currently 13 stalls, paying £10 each, to be set up from 12.30 on the day. Teas will be served making use of the meeting room – each committee member to contribute at least 6 mince pies and a cake – All.</p> <p>4 floats will be required – PS.</p> <p>Wine for mulled wine to be sourced by EF (assisted by Rebecca Stevenson)</p> <p>Tea etc. supplies to be arranged by DW.</p> <p>3 – 4 hampers will be the raffle prizes – donations to EF</p> <p>Food bank donations will be supervised by DW and DD</p> <p>Set up – 4pm on Friday 24th November and takedown at 11am on 26th – anyone who can attend.</p> <p>Suggested that the Christmas Tree lights should be turned on by Mike Hartnell (5pm) as it will be his 70th birthday that day.</p> <p>Slide show – DD to research</p> <p>Meeting to finalise arrangements – 6pm Thursday 23rd November.</p>	<p>DW</p> <p>All</p> <p>PS</p> <p>EF</p> <p>DW</p> <p>EF/All</p> <p>DW/DD</p> <p>All</p> <p>Tba</p> <p>DD</p> <p>All</p>

<p>7.</p>	<p>AOB:</p> <ul style="list-style-type: none"> - Hall charges: PF highlighted a couple of outstanding issues to be resolved before approving the new charges presented at the AGM. After discussion, it was agreed that there should be a category of “Friend” of the Village Hall open to individuals as well as organisations. Use of the toilets: £10 minimum to be charged for opening the hall to allow use of the toilets; for larger events, price on application subject to the discretion of the Bookings Coordinator. On this basis, the new charges were approved. It was emphasised that the distribution of electricity cards must be notified to PF so that appropriate charges can be levied. - The Conditions of Hire, Guidance Notes and the scope of the Insurance need to be reviewed – PF to send to SB and HT for review. - Website needs to be updated/tidied up – HT to talk to Paul McLoughlin - New doormats – in hand - Consideration to be made about how best to make residents in Tuckenhay feel more included in Cornworthy village events, as raised by Clare Beach (social media, website, Parish magazine, FaceBook)? - The formal allocation of roles (other than chair, treasurer, and secretary) to be considered at the next meeting 	<p>PF</p> <p>PF/SB/HT</p> <p>HT</p> <p>BP All</p>
<p>9.</p>	<p>DONM 13th December @ 8pm</p>	