

Cornworthy Village Hall – Committee Meeting

Village Hall, 3rd January 2024, 8pm

Present: Committee

Simon Baker	Chair	SB
Paul Sterry	Treasurer	PS
Hilary Tuppen	Secretary	HT
Bill Petheram	Committee Member	BP
Jill Reid	Committee Member (PCC)	JR
Dawn Williams	Committee member (Events Coordinator)	DW

In attendance:

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

Apologies:

Andy Gold	Committee Member (Table Tennis, Film Club)	AG
David Carver	Committee Member	DC

ITEM

MINUTE

ACTION

1.	Welcome from the Chair – and apologies/absences noted	
2.	Minutes of the last meeting (8 th November 2023) - agreed as a true record and signed by SB and AGM minutes approved and signed by BP	
3.	<p>Matters Arising</p> <ul style="list-style-type: none"> - Fundraising Thermometer - works ongoing. - Apple Day Report: the notes of the meeting with Grahame and Sue Nutt had been circulated in advance of the meeting and were taken as read. It was noted that the event would be better arranged for a Sunday and it was agreed that the date should be set for Sunday October 6th. HT to talk to the pub to secure the Nutts’ agreement to that date. Bill noted that the process for pressing the apples had not worked very well in that there was limited scope for attendees to press their own apples, nor involve children in any meaningful way. Next time this should be taken into consideration when hiring the appropriate press and organising a rota of teams of 4 to be responsible for the pressing process. It was suggested that consideration be given to sending any 	<p>BP/EF</p> <p>HT</p>

	<p>surplus quantities of apples collected to Heron Valley for processing as a means of raising additional revenue.</p> <ul style="list-style-type: none"> - Projector purchase no longer required as one has been donated by the Parish Council. Speakers need to be secured: the Gitshams have offered some equipment that may be suitable. - Christmas Fair report: the event was a great success and raised nearly £1,200 for the Hall. It was agreed that the timetable for the day could be extended to between 2pm-5pm and the schedule of events during the afternoon should be set out in any posters/advertising of the event. The general feedback was that the space was a little tight for some of the stallholders. It was agreed that in future a small charge should be made for admission in exchange for a raffle ticket. WIFI should be installed in the Hall well in advance of December, which will enable stallholders to take card payments. - Conditions of Hire/Guidance Notes: the draft documents had been reviewed by the committee. After discussion it was agreed that any hirers need to be provided with a list of the “Excluded Activities” for public liability insurance purposes. Subject to adjusting the document to include this list and some other minor changes to the wording, the committee approved the documents. PF and HT to liaise to finalise and post the documents on the website. - Allocation of responsibilities – document describing each role to be circulated in advance of and discussed at the next meeting. - “Village Hall” vs. “Parish Hall” – it was agreed that everyone knows what the Village Hall is and that a name change exercise was not necessary or appropriate at this time 	<p>AG/DD</p> <p>DD</p> <p>PF/HT</p> <p>All</p>
<p>4.</p>	<p>Hall Upgrade Report:</p> <p>An update report prepared by Elly Finn had been circulated in advance of the meeting, together with an updated schedule of the refurbishment programme over the next 5 years prepared by Kirkham Board – these were taken as read. The committee discussed the next phase of works and the immediate repairs required. It was agreed that:</p> <ul style="list-style-type: none"> - the installation of battery-powered door openers was not a priority at this stage, so should be put on hold for the time being - quotes should be secured for installation of a replacement window (urgent), new external doors and new bargeboards. <p>Paul noted that the VAT incurred to date has been recovered already. Bill kindly agreed to effect a temporary repair to the broken window. Bill also kindly agreed to source mats for the hallways.</p>	<p>EF</p> <p>BP</p>
<p>5.</p>	<p>Fundraising</p> <ul style="list-style-type: none"> - SB reported that Cornworthy Rovers Football Club is being wound up, and as a result approximately £400 will be donated by it to the Hall. Anthony Hawkes has offered to help with fundraising. - Paul had prepared an updated bank reconciliation demonstrating a healthy cash balance sufficient to pay the outstanding invoices from Kirkham Board and WMS and fund the next phase of works. <p>The petty cash total is so high as the only bank where cash can be paid in is in Newton Abbot – Simon volunteered to take the cash to the bank.</p> <ul style="list-style-type: none"> - Kirkham Board’s latest schedule reflects that a further £85,000 will be required to fund the refurbishment programme over the next 5 years, 	<p>SB/PS</p>

	<p>although this includes a major roof repair that may not prove to be necessary. Elly pointed out that there is also no point in insulating the ceiling (also included in the 5-year schedule) without a comprehensive upgrade of the roof.</p> <p>- Elly reported that she had put forward a draft proposal to the chair of the Parish Council to request a contribution to Hall funds from the precept, on the basis that the Hall is the only asset “owned” by the village and should be financially supported by the whole community. The chair of CPC had indicated that he was favourably disposed towards such a request, subject to seeing a projected income plan from the Hall. Given the state of the Parish finances, any money forthcoming in 2024 would be a one-off grant rather than a regular pledge. Paul and Simon to prepare a projected income schedule/business plan in time for a submission to the Parish Council in March.</p>	SB/PS
6.	<p>Events</p> <p>The annual timetable of events was discussed and agreed as follows:</p> <ul style="list-style-type: none"> - Burns Night: Sat 27th January (privately organised) - Folk Night: Sat 24th February (privately organised) - Pie Night: Sat 16th March (CVH) - May Madness Disco: Sat 4th May (privately organised) - Dog Show: Mon 6th May (CVH) - Apple Day: Sun 6th October (Hunters Lodge/CVH) - Curry Night: Sat 2nd November (CVH) - Christmas Fair: Sat 30th November (CVH) 	
7.	<p>AOB:</p> <ul style="list-style-type: none"> - Website updates: HT reported that this is ongoing - Meter cards: Elly requested and was granted permission to buy more cards - Hall Keys: As the external doors are to be replaced, the existing 5 front door keys will suffice for now, and the new doors will have a key code access panel. The keys for the new internal doors (3 sets) are to be stored in a key safe located in the front entrance hall. Bill agreed to procure and install this. - Friends of the Village Hall – it was agreed that they will have free use of crockery/cutlery and free ad hoc hourly use of the hall. It was left open as to whether village based profit-making organisations should be able to become Friends – to be reviewed after a year. - It was clarified that any third-party organiser of a fund-raiser event will pay a fee to use the Hall, as this is important to demonstrate use of the Hall and the income generated from such use (for grant applications). - Formal thanks were recorded to the Cornworthy Film Club and to the organisers of the Christmas Disco. - Removal of the internal Christmas Tree – Bill to follow up with Lynn Jolly - Bill was authorised to commission a sign for the Hall from Tom Dixon – cost approx. £250 	<p>HT</p> <p>BP</p> <p>BP</p> <p>BP</p>
9.	<p>DONM</p> <p>Wednesday 7th February @ 8pm</p>	