

Cornworthy Village Hall – Committee Meeting

Village Hall, 7th February 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

Apologies:

Andy Gold	Committee Member (Table Tennis, Film Club)	AG
David Carver	Committee Member	DC
Donna Devaney	Facilities	DD
Elly Finn	Building upgrade	EF
Peter Fowler	Hall Bookings	PF

ITEM	MINUTE	ACTION
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1.	Welcome from the Chair – and apologies/absences noted	
2.	Minutes of the last meeting (3 rd January 2024) - agreed as a true record and signed by SB	
3.	<p>Matters Arising</p> <ul style="list-style-type: none"> - Fundraising Thermometer: works ongoing. Elly's draft approved for painting by Maxine - Apple Day : Date provisionally set for Sunday October 6th. This is subject to the pub being able to secure the right press. HT volunteered to lend a smaller press for use alongside the main larger one. - Audio equipment: in Andy's absence, it was noted that the Film Club wants to purchase a pair of speakers for £300. The Committee felt that this was a reasonable price, and that the Hall would be prepared to purchase the necessary equipment for use by the Film Club subject to 	<p>BP/EF</p> <p>AG</p>

	<p>confirmation that the Film Club will be carrying on its activities beyond March 2024, and that no other equipment (amplifiers?) is required. Andy to respond on these two points before any purchase will be authorised.</p> <p>- Conditions of Hire/Guidance Notes: HT confirmed that the updated documents were now on the Hall’s website</p> <p>- Allocation of responsibilities – a document describing each role had been circulated in advance of the meeting for review. The description of the chairman, treasurer and secretary roles were approved by the respective officers. As for the other roles:</p> <p>Events Coordinator: Dawn Williams noted that her house is up for sale but that she would be happy to continue with this role until she moves from the village.</p> <p>Facilities Coordinator: Donna Devaney is prepared to undertake this role</p> <p>Buildings Coordinator: Elly Finn is prepared to undertake this role</p> <p>Maintenance Officer: Bill Petheram said that whilst he is prepared to undertake jobs on ad hoc basis, he did not want to assume this role.</p> <p>100+ Club Coordinator: o/s. c/f to next meeting</p> <p>Bookings Coordinator: Pete was happy with this description, subject to adding that it also involves managing the Friends of the Hall scheme, and that access is generally provided by Dawn, except where regular users have their own key.</p> <p>Website Administrator: Paul McLoughlin</p> <p>Fundraising Coordinator: Simon Baker</p>	<p>o/s</p> <p>o/s</p>
<p>4.</p>	<p>Hall Upgrade Report:</p> <p>A note of the planned next phase had been circulated by Elly Finn in advance of the meeting. WMS have been instructed to quote for the installation of two replacement windows at the rear, two new external doors, new bargeboards, rainwater goods, some roof repairs and stone pointing – the total cost will be more than £15,000 which will help meet the funding requirements of the existing ACRE grant. WMS have been on site to measure up, but the quote is still awaited.</p> <p>Thanks were extended to Bill for effecting a temporary repair to the broken window.</p> <p>- Wifi: c/f to next meeting</p> <p>- Doormats: o/s</p> <p>- Keysafes: thanks again to Bill for installing these. The two safes in the front hall will be used (a) for the fire alarm and (b) for the internal door keys; the safe in the back lobby will be for the store cupboard.</p> <p>- Internal redecoration: to be arranged sometime during the summer</p>	<p>EF</p> <p>PM/DD BP</p> <p>ALL</p>
<p>5.</p>	<p>Fundraising</p> <p>- Paul reported that the updated bank reconciliation demonstrated cash of approx. £23.5k sufficient to fund the next phase of works (having paid for all capital expenditure to date).</p> <p>- Paul highlighted three non-attributable “donations” totaling £300 not included in the cash figure.</p> <p>- Simon volunteered to take the petty cash to the bank.</p> <p>- Coop account: HT to liaise with Paul about the information required to set this up</p> <p>- Request to Parish Council for funding - Paul and Simon to prepare a</p>	<p>SB HT/PS PS/SB</p>

	projected income schedule/business plan in time for a submission to the Parish Council in March. The business plan used for the ACRE grant request could be used for this purpose.	
6.	<p>Events</p> <ul style="list-style-type: none"> - Pie Night on Sat 16th March was discussed, and Dawn will draw up a schedule of who is providing which pies/puddings. Dawn will liaise with Donna/Paul about posters and ticket sales. - Village Events Forum initiative: there is a meeting at the pub on Wednesday 14th February at 4pm to be attended by representatives of all the organisations involved in hosting or supporting community events in and around Cornworthy, plus a few individuals. This will be designed to foster greater coordination of events, so they don't clash and enhance a spirit of collaboration. - Curry Night: Sat 2nd November – HT noted that the Parish Council is keen to sponsor an event and one idea is a bonfire night party perhaps at the allotments on Saturday 2nd November. If this idea progresses, the curry night might need to move.....tbc 	<p>DW</p> <p>HT</p>
7.	<p>AOB:</p> <ul style="list-style-type: none"> - Meeting with Devon Communities Together: a note of the meeting on 18th January had been circulated and was taken as read. The Committee approved the proposal that the Hall joins DCT at a cost of £50. - Additional policies: the Health & Safety Policy circulated in advance of the meeting was approved. Other policies (privacy, data protection, social media, equality & diversity) will be prepared in due course. - Dishwasher: Grateful thanks were formally noted to Kelvin Gitsham for installing the dishwasher in time for the most recent event in the Hall on 27th January. Simon has asked him to submit an invoice. - Inventory of Hall assets: to be arranged. - Storage: the storeroom needs to be kept tidy and organised. To this end, the Film Club would like to put up some hooks on which to store the screen – this was approved. Similarly, the table tennis and pickle ball clubs need to store their equipment somewhere where it won't get damaged. - internal doors: the Committee's attention was drawn to the fact that the internal doors have been left open on occasion and that propping them open for extended periods damages the self-closing mechanism. It was suggested that laminated signs be put up to guard against this. 	<p>HT</p> <p>HT</p> <p>DD</p> <p>o/s</p> <p>o/s</p>
9.	<p>DONM</p> <p>Wednesday 28th February @ 8pm</p>	