

## Cornworthy Village Hall – Committee Meeting

Village Hall, 10th April 2024, 7pm

**Present: Committee (Trustees) and co-opted members**

Simon Baker	Chair	SB
Hilary Tuppen	Secretary	HT
Jill Reid	Committee Member (PCC)	JR
Bill Petheram	Committee member	DW
Andy Gold	Committee Member (Table Tennis, Cinema Club)	AG
David Carver	Committee Member	DC
Donna Devaney	Facilities Coordinator (co-opted member)	DD

**Apologies:**

Paul Sterry, Dawn Williams	Committee Members: Treasurer and Events Coordinator	PS, DW
Elly Finn, Peter Fowler	Co -opted members: Buildings Coordinator and Hall Bookings Coordinator	EF, PF

ITEM	MINUTE	ACTION
1.	<b>Welcome</b> from the Chair – and apologies/absences noted	
2.	<b>Minutes</b> of the last meeting (28 <sup>th</sup> February 2024) - agreed as a true record and signed by SB	
3.	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>- <b>Fundraising Thermometer:</b> works ongoing. Elly has given the sketch to Maxine, who has a few questions. Bill has the board to pass on to Maxine.</li> <li>- <b>Audio equipment:</b> purchased and in use.</li> <li>- <b>Allocation of responsibilities – 100+ Club Coordinator:</b> o/s. c/f to next meeting. David Carver offered to help here. Hilary offered to start preparing a new form for use by those willing to sign up for a direct debit.</li> <li>- <b>Plaque to commemorate Rose and Jim O’Brien:</b> Paul was looking into this. Simon to liaise with Paul.</li> <li>- <b>Coop bank account:</b> Andy agreed to follow up with Paul to provide the outstanding information required to complete the application process.</li> </ul>	<p>EF, BP</p> <p>HT</p> <p>SB, PS</p> <p>PS, AG</p>
§	<p><b>Hall Upgrade Report:</b></p> <ul style="list-style-type: none"> <li>- Elly had circulated a paper prior to the meeting which confirmed the costs of the next phase of works (2 new external doors, 2 new rear windows, flashing and mortar repairs, asbestos check, necessary</li> </ul>	EF, DD

	<p>scaffolding) as £14,573.51 (excl. reclaimable VAT). Donna provided a reminder of the background to the preparation of the 5-year programme of building maintenance prepared by Kirkham Board and the requirement to spend at least £50k on capital expenditure to qualify for the ACRE grant of £10k. It was confirmed that the most cost-effective quote for the doors had been obtained. The trustees approved proceeding with the next phase as detailed in Elly's paper. Donna noted that the works would take 2-3 weeks and could be undertaken at the end of May/June.</p> <ul style="list-style-type: none"> <li>- Bargeboards and guttering: following the quote of £13.5k (like-for-like), Simon had asked for alternative quotes from 2 other contractors, but neither were interested in taking on the work. It was agreed that using cheaper materials that are still in keeping with the character of the building should be considered as an option and Donna undertook to follow this up with Kirkham Board/WMS.</li> <li>- <b>Wi-Fi:</b> PlusNet had failed to show up as arranged on 9<sup>th</sup> April. Paul Mcloughlin is on the case.</li> <li>- <b>Doormats:</b> Bill recommended that these be installed once the new external doors have been fitted.</li> </ul>	<p>DD</p> <p>BP</p>
<p>5.</p>	<p><b>Fundraising</b></p> <ul style="list-style-type: none"> <li>- Prior to the meeting, Paul had circulated the latest P&amp;L and cash at bank balance (just over £27k)</li> <li>- Re outstanding invoices, Donna highlighted that the costs of the fire extinguisher review and PAT service are yet to be invoiced. In addition to the cost of the tests themselves, 4 fire extinguishers (£201.60 + VAT) and 2 emergency lights (£80 + VAT) need to be replaced.</li> <li>- Request to Parish Council for funding - Paul and Simon had prepared a projected income schedule/business plan (based on the ACRE grant application) for Elly to submit to the Parish Council. However, this was not submitted on 18th March. Simon to follow up with Elly</li> </ul>	<p>SB, EF</p>
<p>6.</p>	<p><b>Events</b></p> <ul style="list-style-type: none"> <li>- <b>Pie Night:</b> given the success of the pie nights in the pub every Tuesday, there was debate about whether the pie night should be rescheduled or whether it might be better to organize something else, e.g. another ceilidh or a different food themed event. After discussion, it was agreed that there should be a curry night on Saturday 29<sup>th</sup> June, possibly combined with a Bollywood-themed "disco" afterwards. Hilary to speak to Paul Mcloughlin about providing the music.</li> <li>- the <b>disco on 4<sup>th</sup> May</b> is on schedule, although ticket sales are a little slow.</li> <li>- alternative events were suggested, e.g. a quiz on a grander scale than anything that could be achieved in the pub, screening a sports event (N.B. a temporary license would be required)</li> <li>- <b>Dog Show 6<sup>th</sup> May</b> – arrangement for this were discussed.</li> </ul> <p>PA system: Simon has a microphone for Bunny to use in conjunction with the Cinema Club speakers.</p> <p>SB offered to cut the grass in the meadow on Wednesday 1<sup>st</sup> May.</p> <p>Tea stall: Jilly Reid offered to help Donna and Elly with this.</p> <p>Set-up: 4pm on Sunday 5<sup>th</sup> May.</p>	<p>DW</p> <p>DD</p>

	<p>Hilary will contact Dawn re wider advertising on Facebook and the village website.</p> <p>- Dog Show Trophies: Mike Pearey intends to donate (and present) a cup for the Waggiest Tail in memory of Badger. In a similar vein, Simon has secured a cup for the Dog You'd Most Like to Take to the Pub in memory of Wilton.</p>	
7.	<p><b>AOB:</b></p> <p>- <b>Additional policies:</b> Hilary had prepared and circulated for review draft policies covering privacy &amp; data protection, equality &amp; diversity, the environment, and safeguarding based on the ACRE templates. These were discussed and then approved for immediate adoption. Hilary drew attention to the possibility of a new Health &amp; Safety policy based on the ACRE approved model policy that will be drafted in due course to replace the existing H&amp;S policy. There is also an ACRE model hire agreement which Pete is reviewing to see if anything could be done to improve the Hall's existing hire agreement.</p> <p>- <b>Inventory of Hall assets:</b> to be arranged.</p> <p>- <b>internal doors:</b> the Committee's attention was drawn to the fact that the internal doors are sticking and currently one set is very difficult to open. Signs to be put up indicating direction of opening to make them easier for visitors to use.</p> <p>- Jilly Reid is to take over from Dawn as a key holder.</p>	<p>HT</p> <p>DD</p> <p>DD</p>
9.	<p>DONM</p> <p>Tuesday 21<sup>st</sup> May @ time tbc – Simon to check with Dawn</p>	