

## Cornworthy Village Hall – Committee Meeting

Village Hall, 21st May 2024, 7pm

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

Simon Baker	Chair	SB
Paul Sterry	Treasurer	PS
Hilary Tuppen	Secretary	HT
Jill Reid	Committee Member (PCC)	JR
Bill Petheram	Committee member (Table Tennis)	BP
Elly Finn	Committee Member (CPC)	EF
David Carver	Committee Member	DC
Dawn Williams	Committee member, Events Coordinator	DW

**Apologies:**

Peter Fowler, Donna Devaney	Co -opted members: Hall Bookings Coordinator and Facilities Coordinator	PF, DD
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ITEM	MINUTE	ACTION
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1.	<b>Welcome</b> from the Chair – and absences noted	
2.	<b>Minutes</b> of the last meeting (10 <sup>th</sup> April 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. Bill reported that Maxine had some queries and seemed uncertain as to exactly what the image should look like. <b>Action: Simon undertook to speak to Paul Henderson about creating some suitable artwork for Maxine to copy.</b></li> <li>- <b>Allocation of responsibilities – 100+ Club Coordinator:</b> after discussion, Bill, David and Simon agreed to take on the task of distributing leaflets to parishioners inviting them to participate in the 2024/2025 100+ Club and chasing up payment thereafter. Separately, Hilary had prepared a draft invitation for consideration: it was agreed that a direct debit arrangement was not appropriate and that a standing order would be more suitable if people felt inclined to put one in place. However, Bill made a generally accepted point that the process of physically visiting parishioners enhanced the sense of community, so, if possible, this format should continue. <b>Action: agree the text of invitation by the next meeting. Comments to Hilary by 21<sup>st</sup> June.</b></li> <li>- <b>Events Coordinator –</b> Dawn indicated that as she will be moving within the next few weeks, she will be resigning soon. Apart from acknowledging what a huge contribution Dawn has made over the years</li> </ul>	<p>SB, BP</p> <p>All</p>

	<p>and how difficult she will be to replace; the committee noted the need to recruit additional trustees/coopted members to continue the valuable work of supporting the Hall. <b>Action: all committee members to consider approaching anyone who might be willing to join the committee</b></p> <p>- <b>Plaque to commemorate Rose and Jim O'Brien:</b> Paul has found a suitable plaque (measuring 12" x 9") costing approximately £150. It was suggested that wording like that on the plaque commemorating Brian Carver's contribution to the Hall should be used. <b>Action: Paul to order the plaque.</b></p> <p>- <b>Coop bank account:</b> following Elly's appointment as a trustee and having provided the bank with her details, Paul was delighted to report that CVH now has an account open with Coop Bank. The account is live, and Paul will transfer all funds and direct debit instructions over from NatWest. <b>Action: Simon and Hilary to provide Paul with specimen signatures in a PDF; Hilary to liaise with Paul about the completion of the ChV1 form to enable Paul to manage Gift Aid on-line</b></p>	<p>All</p> <p>PS</p> <p>SB, HT</p>
<p>4</p>	<p><b>Hall Upgrade Report:</b></p> <p>- External doors: Elly confirmed that she has authorised the change from oak to accoya and is awaiting samples of the door furniture. The doors and two replacement windows and associated minor works are scheduled for early/mid-July. When these works have been completed, the ACRE grant conditions will have been met, subject to being able to demonstrate that the local MP has been invited to attend an event in the Hall. It was agreed that the local MP (whoever that will be on July 4th!) should be invited to attend the Produce Show on 10<sup>th</sup> August.</p> <p>- Elly had established that CVH is not eligible to apply for the small grant fund from ACRE, but she believes that further funding might be available to be applied for later in the year. More anon.</p> <p>- Painting – some redecoration is required inside and, on the windows outside repaired by Colin. Given the scale of the job, following discussion, it was agreed that if she is willing, the committee would welcome Rebecca Stevenson taking on this job (on a paid basis). <b>Action: Bill to speak to Rebecca</b></p> <p>- Bargeboards – further funds will need to be raised to pay for replacing the bargeboards. In the meantime, the committee would be grateful to ascertain whether there are cheaper/more durable materials that could be used (e.g. cementitious). <b>Action: Elly to discuss with Kirkham Board/WMS</b></p> <p>- External light: a sensor light on a short timer is needed for the main front door. <b>Action: Donna/Kelvin Gitsham to be asked to explore this</b></p>	<p>BP</p> <p>EF</p> <p>HT</p>
<p>5.</p>	<p><b>Fundraising</b></p> <p>- Prior to the meeting, Paul had circulated a written report (taken as read) and the latest P&amp;L and cash at bank balance (just over £28k).</p> <p>- He highlighted that the dog show contributed £679 after expenses. The disco in May made approx. £280 (yet to be confirmed as the team is looking to buy a few small fold-up tables (£10 each)). Grateful thanks to Paul, Elly and Donna and other members of the Disco Committee were recorded.</p> <p>- Request to Parish Council for funding – although any grant that may be</p>	

	<p>forthcoming is likely to be under £1,000, after discussion it was agreed that it was worth pursuing in relation to funds required for the bargeboards, not least so as to be able to demonstrate to other potential funders that the Hall has the support of CPC. <b>Action: Paul and Hilary to progress a formal grant application in line with the requirements of the CPC Grant Policy</b></p>	PS, HT
6.	<p><b>Events</b></p> <ul style="list-style-type: none"> <li>- <b>Disco on 4<sup>th</sup> May</b> – very well received</li> <li>- <b>Dog Show 6<sup>th</sup> May</b> – again this was a huge success, and the team led by Dawn and Bill should take huge credit for a great event. Dawn noted that a new judge will be required next year (Judy has judged for the last 3 years). Simon said his sister might take on the role.</li> <li>- <b>Curry night</b> – Simon noted that the suggested date of 29<sup>th</sup> June might clash with one of England’s matches in the European Cup. After discussion it was agreed that the date should change to <b>26<sup>th</sup> October</b>.</li> <li>- <b>Apple Day – now fixed for 13<sup>th</sup> October</b> as Grahame Nutt has sourced the press he wanted. Bill indicated that he does not wish to be involved in liaising with the pub. <b>Action: Hilary, Paul and Jill to meet up with Sue Nutt to discuss plans.</b></li> <li>- <b>Hilary also to arrange another Village Events Forum meeting</b></li> </ul>	<p>HT, PS, JR</p> <p>HT</p>
7.	<p><b>AOB:</b></p> <ul style="list-style-type: none"> <li>- <b>Model Hire Agreement:</b> Hilary and Pete have agreed that whilst the ACRE Model Hire Agreement is too lengthy, the Cornworthy Hall’s Conditions of Hire could be overhauled in line with the Ashprington Standard Conditions of Hire. <b>Action: Hilary to follow-up with Pete</b></li> <li>- the recent complaint about the state of the hall experienced by a recent hirer was discussed (a 50% discount has been offered in compensation, which was gratefully received but politely declined). Whilst the circumstances surrounding this were exceptional and unlikely to be repeated, Jill agreed to check the hall before each event in future. It was agreed that the committee would be willing to pay for more cleaning of the Hall. <b>Action: Elly to enquire whether Elise can do this.</b></li> <li>- <b>Inventory of Hall assets:</b> to be arranged.</li> <li>- Sign for the hall – Bill was authorized to order this from Tom Dixon. <b>Action: Bill to commission the sign</b></li> <li>- Paul noted that as he is moving in June, no further post should be put through Roslyn’s door! He confirmed that he is happy to stay on as treasurer.</li> <li>- a shelf is required for the WIFI router. <b>Action: Hilary to source</b></li> <li>- Cornworthy Football Club wants a receipt for the funds donated. <b>Action: Paul to arrange for a receipt to be issued.</b></li> <li>- Folk Night: Hilary reported that Peter Howell is willing to arrange another folk night. It was agreed that later in the year/early next year would be a suitable time. Those musicians might also be suitable for the June 2025 Hog Roast Event that is in the offing</li> </ul>	<p>HT</p> <p>EF DD</p> <p>BP</p> <p>HT</p> <p>PS</p>
8.	<p>DONM</p> <p><b>Tuesday 25<sup>th</sup> June @ 7.30pm</b></p>	