

Cornworthy Village Hall – Committee Meeting

Village Hall, 13th August 2024, 7.30pm

Present: Committee (Trustees) and co-opted members

Simon Baker	Chair	SB
Hilary Tuppen	Secretary	HT
David Carver	Committee Member	DC
David Bailey	Committee Member (CPC)	DB
Paul Sterry	Treasurer	PS
Jill Reid	Committee Member (PCC)	JR
Elly Finn	Committee Member (CPC)	EF

Apologies:

Donna Devaney	Co-opted member: Facilities Coordinator	DD
Peter Fowler	Co -opted member: Hall Bookings Coordinator	PF
Bill Petheram	Committee member (Table Tennis)	BP

ITEM	MINUTE	ACTION
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1.	Welcome from the Chair – and absences noted	
2.	Minutes of the last meeting (3 rd July 2024) - agreed as a true record and signed by SB	
3.	<p>Matters Arising</p> <p>- Fundraising Thermometer: Paul Henderson has agreed to paint this. Simon has the paint and Bill has the wood. Action: Simon/Bill</p> <p>- Recruitment of new committee members: a couple of people have been identified. Discussions are on-going. Action: Hilary and Simon to pursue contacts</p> <p>Paul noted that as he has sold his house and will be doing some major renovation works, he is likely to be living elsewhere for a period. He is willing to carry on doing the accounts but may be absent from meetings.</p> <p>- Plaque to commemorate Rose and Jim O'Brien: the wording was agreed. Action: Paul to order the plaque.</p> <p>- Coop bank account/Gift Aid –Paul can now link the Coop account to Sage which will make posting to the Sage ledgers more efficient as well as providing a reconciliation on demand. Paul has now received revised access to HMRC and can use this to recover the Gift Aid of £2,500 soon.</p> <p>- Model hire agreement: c/f Action: Hilary to follow-up with Pete</p>	<p>SB, BP</p> <p>SB, HT</p> <p>PS</p> <p>HT</p>

	<ul style="list-style-type: none"> - Cleaning of the Hall: - see appendix. Mousetraps purchased and installed. Arrangements were agreed for these to be checked, emptied and reset. - receipt for Cornworthy Football Club – no longer required - sign for Hall – c/f Bill was authorised to order this from Tom Dixon. <p>Action: Bill to commission the sign</p>	
4	<p>Hall Upgrade Report:</p> <ul style="list-style-type: none"> - Elly presented a Facilities and Building works report - see appendix - Key safe policy: the outdoor key safe is only for use by contractors from time to time and is currently empty. Front hall key safe (LHS): fire alarm keys accessed with code “1866” Store room key: on the kitchen cupboard hook Front hall key safe (RHS) – TBC Back hall key safe: middle cupboard key (with code TBA) <p>After discussion about the key allocated to the Table Tennis Club and the issues associated with unrestricted access to the Hall, it was suggested that Rebecca Stevenson be invited to attend the next meeting to agree the appropriate protocol to be followed to ensure compliance with the Hall’s insurance policy. Action: Simon to speak to Rebecca</p> <ul style="list-style-type: none"> - some redecoration is required. Dave noted that Sam Nutt could be persuaded to help provided the paint and brushes are supplied. Action: Simon to buy the paint in September - Resetting the blind: needs to be done by mid-September (Film Club on 18th). Action: Dave Bailey volunteered to do this using a ladder from Tim Carter. - New external doors: the surface must not be compromised using drawing pins or nails. There needs to be a sign alerting users to this: Action: Simon to organise - Bargeboards – WMS will advise on the cost of accoya and an alternative. It was agreed that the most durable material requiring the least maintenance should be used. The rainwater goods may have some life left in them, whereas the brackets need replacing. - External light: WMS will recommend an appropriate sensor light which Kelvin will be asked to source and fit. - Store room: this is bursting at the seams and a long-term solution is required to ensure that stored items are kept safe and remain accessible. 	<p>SB</p> <p>SB</p> <p>DB</p> <p>SB</p>
5.	<p>Fundraising</p> <ul style="list-style-type: none"> - Prior to the meeting, Paul had circulated a written report (taken as read) and the latest P&L and cash at bank balance (just over £30k) although this reflects balances at NatWest prior to the transfer to the Coop. It also doesn’t reflect any gift aid due to be received from HMRC nor payment for the recent works - The recent request to the Parish Council for funding had resulted in £1,000 being awarded for capital works. DCC has also awarded the Hall £500 for maintenance and/or repairs. Hilary is waiting to discuss a grant application to Rural England Prosperity Fund with SHDC (John Mackay). - Hilary volunteered to take the lead on grant applications, with assistance from other members of the committee. Once the detailed costings have been received from WMS, careful consideration will be 	

	<p>given to an application to one of the National Lottery funds. Action: Hilary</p> <p>- Now that the new Coop account has been opened, it was agreed that it would be worth setting up a Just Giving page to harness the untapped support within the local community. Action: Simon to set this up</p> <p>- 100 Club – in Bill’s absence, it was not possible to assess the level of support to date. Given the limited time left until the deadline of 31st August, it was agreed that Hilary should post a reminder on Facebook (done on 14.08.24) and Simon will chase Bill. Action: Simon/Bill</p>	HT SB SB/BP
6.	<p>Events</p> <p>- Apple Day – Paul, Jill and Hilary had met with Sue for another pre-planning meeting on 12th August and Hilary updated the committee on the status. The key responsibility for the Hall committee is to find volunteers for erecting the marquees, collecting apples and assisting with the pressing on the day. Action: discuss at the next committee meeting</p> <p>- Curry night – 26th October. Action: Hilary to ask Paul McLoughlin about organising a quiz; discuss at the next meeting</p> <p>- Christmas Fair – 30th November. Hilary reported that Lynn Jolly is willing to put up and decorate the Christmas tree as she did last year. Dawn has not shared details of the stall holders. Action: Jilly Reid to chase this up.</p>	All JR
7.	<p>AOB:</p> <p>- Inventory of Hall assets: Donna has this in hand and nearly complete</p> <p>- Reserve policy – it was noted that none of the Hall’s reserves are currently restricted, but that if this was important for grant applications, this could be implemented very easily. Action: to be kept under review.</p> <p>- AGM date – this was set for 29th October</p> <p>- It was agreed that everything should be done to encourage Alex Yates and Elise Fynn to volunteer for the Hall and the Parish Council as part of their Duke of Edinburgh gold award.</p>	DD
8.	DONM – Thursday 5 th September at 7pm	

Appendix

Facilities Report

Keys

Both doors have new keys, and these have been distributed to the following people:

Front door: Donna, Elly, Jill, Rebecca Stevenson, Simon Baker, Caroline Hunt, Peter Fowler and Hilary Tuppen. It was agreed that no other keys were needed.

Back door: Donna, Elly and one to be kept in the back door.

Donna has requested a review of the key safe policy and codes etc and which keys need to be in which key safe.

Electrics

Kelvin be asked to look at the following:

- the urinal has stopped flushing
- an isolating switch for the emergency lights
- Fitting the rear hallway light shades

Painting

Thanks to 'The Davids' for their great efforts in the main hallway. The following is what is left to paint:

- Rear Hall floor-concrete paint in grey and yellow (we already have this paint)
- Main hall- green touch ups at lower level for the walls needed in sage green emulsion (need more paint for this). Doors to the meter cupboard and the store door to be done in sage green eggshell (which we have).
- Entrance hall- walls and ceilings (natural calico – need to check whether we have enough)
- WCS - disabled toilet in natural calico and the bright green. Gents - touch up in natural calico. Ladies - touch up in natural calico and pink

WMS have recommended leaving the meeting room and rear hall until the pointing and coping stone repairs are complete and the wall has had time to dry.

Kitchen - rear wall to church (in Zinser which we have some of), rest of the room in green/natural calico on the ceiling, gloss over the lintel. Probably best to wait until new worktop is fitted in case paint damages new worktop

We will need to buy more green emulsion, white gloss and need to check on the natural calico emulsion.

Building Works

Existing Contract

Phase two works are complete and have been snagged. Snagging items include resetting the blind, missing screws to the door and cleaning the glazing. Completion paperwork to follow

The front doors are complete and have new lever handles as the original handles were deemed too hard to open. The windows have been refurbished. The pointing has been postponed until the coping stones can also be repointed as this is the source of the water ingress. The entrance door matting to the hallways were an extra, but can be accommodated within the existing contract price

With the completion of these works, the ACRE grant has been spent and an audit file will be created along with photographs to be sent back as evidence of compliance. Our MP was invited to the horticultural show and kindly attended to open the event. Photographs of this will also be included in the audit file

Future phases of work

Kirkham Board have been requested to review and revise all further works required in the maintenance schedule (including bargeboards in both timber and an overlay, new kitchen, roof works and insulation). These costs should be available to the committee by the end of August.

Cleaning

Elise has agreed to increase her hours to four hours a month and Peter Fowler will inform her when there are special events that will require cleaning before. She requests mouse traps be installed as a priority in the kitchen as mice droppings are evident and would need to be cleaned every couple of days to keep the kitchen clear. Toilet rolls, a new dustpan and brush and dishwasher tablets have been purchased for the hall