

## Cornworthy Village Hall – Committee Meeting

Village Hall, 3rd July 2024, 7.30pm

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

Simon Baker	Chair	SB
Hilary Tuppen	Secretary	HT
Bill Petheram	Committee member (Table Tennis)	BP
David Carver	Committee Member	DC
David Bailey	Committee Member Elect (CPC)	DB
Donna Devaney	Co-opted member: Facilities Co-ordinator	DD

**Apologies:**

Paul Sterry	Treasurer	PS
Jill Reid	Committee Member (PCC)	JR
Elly Finn	Committee Member (CPC)	EF
Peter Fowler	Co -opted member: Hall Bookings Coordinator	PF

ITEM	MINUTE	ACTION
1.	<b>Welcome</b> from the Chair – and absences noted	
2.	<b>Minutes</b> of the last meeting (21 <sup>st</sup> May 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. c/f as Paul has been away. <b>Action: Simon undertook to speak to Paul Henderson about creating some suitable artwork for Maxine to copy.</b></li> <li>- <b>Recruitment of new committee members:</b> Dawn has resigned as a committee member and trustee with immediate effect due to her imminent house move. David Bailey has agreed to become a committee member/trustee as the Parish Council representative in place of Elly Finn – timing of formal appointment to be confirmed. <b>Action: HT to formalise change of trustees and inform Charity Commission</b></li> <li>- <b>Coop Bank account:</b> this is up and running but Paul is temporarily unable to access it online. The ChV1 form has been submitted to HMRC to provide Paul with access to the Gift Aid account and allow him to reclaim the monies due.</li> </ul>	<p>SB, BP</p> <p>HT</p> <p>PS</p>

	<ul style="list-style-type: none"> <li>- <b>Plaque to commemorate Rose and Jim O'Brien:</b> c/f <b>Action: Paul to order the plaque.</b></li> <li>- <b>Model hire agreement:</b> c/f Hire agreement to be overhauled in line with the Ashprington conditions of hire. <b>Action: Hilary to follow-up with Pete</b></li> <li>- <b>Cleaning of the Hall:</b> Elly has confirmed that Elise can do 4 hours a month. Elly is keen to organise for the kitchen (including the extractor fan) to be deep cleaned. A working party is required for this. <b>Action: Simon to organise volunteers to assist Elly and install mousetraps.</b></li> <li>- <b>A shelf for the router</b> has been installed. Everyone should be aware that the router is plugged in to a dedicated socket that runs off the mains supply</li> <li>- <b>receipt for Cornworthy Football Club</b> – c/f <b>Action Paul</b></li> <li>- <b>sign for Hall</b> - Bill was authorised to order this from Tom Dixon. <b>Action: Bill to commission the sign</b></li> </ul>	<p>HT/PF</p> <p>SB</p> <p>PS</p> <p>BP</p> <p>PS</p>
<p><b>4</b></p>	<p><b>Hall Upgrade Report:</b></p> <ul style="list-style-type: none"> <li>- External doors: Donna reported that WMS has had to delay installation of the external doors and other repairs until 15<sup>th</sup>-26<sup>th</sup> July. During the first week, the scaffolding will be erected and the doors will be installed. During the second week, the windows will be replaced, the doors decorated, the storeroom roof re-lead and the meeting room wall will be repointed. The Cinema Club should be OK to proceed with the proposed screening on 24<sup>th</sup> July.</li> <li>- Painting – Sam has painted the windows (some small sections overlooked – <b>Action: HT to speak to Sam</b>). Some beading needs to be replaced and Grahame and Sam will do this in the autumn when they have time.</li> <li>- some redecoration is required inside, namely both hallways, the disabled toilet, some damp in the meeting room and kitchen. It was agreed that it would be sensible to make use of the scaffolding tower over the weekend of 19<sup>th</sup>/20<sup>th</sup> to tackle the upper parts of the main hall walls. Dave agreed to help tackle this. <b>Action: Dave to liaise with Donna over the decorating required</b></li> <li>- Bargeboards – c/f <b>Action: Elly to discuss with Kirkham Board/WMS</b></li> <li>- External light: a sensor light on a short timer is needed for the main front door. <b>Action: Donna to ask WMS for its recommendations</b></li> </ul>	<p>HT</p> <p>DB/DD</p> <p>EF</p> <p>DD</p>
<p><b>5.</b></p>	<p><b>Fundraising</b></p> <ul style="list-style-type: none"> <li>- 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 £27k) 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</li> <li>- Hilary noted that Dartmouth Events has donated £1,000 from its recent gala dinner. <b>Action: Simon to thank Emma Banks</b></li> <li>- Request to Parish Council for funding – c/f <b>Action: Paul and Hilary to progress a formal grant application in line with the requirements of the CPC Grant Policy</b></li> <li>- <b>100 Club</b> – the rules need to be available on the Hall website and the winners have to be publicized. The former will be implemented, and the winners are advertised in the Parish Magazine and on the website. Receipts for tickets are not necessary – an email confirmation will</li> </ul>	<p>SB</p> <p>PS, HT</p>

	<p>suffice.</p> <p>There was discussion about the text of the invitation and subject to a final read-through after the suggested changes, the invitation was approved. <b>Action: Bill to set up a dedicated email address; Hilary to circulate a final version for approval and arrange for printing 200 copies for Dave to deliver with the Parish Handbook over the weekend of 13<sup>th</sup>/14<sup>th</sup> July; Simon to procure a larger more secure postbox</b></p> <p>Anyone who hasn't participated will need to be chased up in mid-August</p>	All/BP/HT/ SB
6.	<p><b>Events</b></p> <ul style="list-style-type: none"> <li>- <b>Apple Day</b> – Paul, Jill and Hilary had met with Grahame and Sue for a pre-planning meeting on 4<sup>th</sup> June and Hilary had circulated notes of the meeting to the committee in advance (taken as read). Bill noted that publicity will be required to persuade people to collect suitable containers, as well as secure volunteers for both apple picking and pressing. <b>Action: discuss and the next committee meeting</b></li> <li>- <b>Village Events Forum meeting</b> – Hilary had circulated notes of the latest meeting held on 12<sup>th</sup> June (taken as read). She highlighted some of the forthcoming events. Simon noted that it would be worth ascertaining when the Hartnell annual BBQ down by the river is planned (Hilary subsequently spoke to Mike Hartnell and it is likely to be the last Saturday in July)</li> <li>- <b>Christmas Fair</b> – Bill noted that the prospective stallholders need to be contacted soon. <b>Action: Donna to speak to Dawn to get the list of likely stallholders</b></li> </ul>	All  HT  DD
7.	<p><b>AOB:</b></p> <ul style="list-style-type: none"> <li>- Inventory of Hall assets: to be arranged.</li> <li>- Doormats – <b>Action: Bill to source</b></li> <li>- Donna reported that the O'Brien photo and video library has been donated to anyone interested in it. Some have been given to the pub; the rest can be stored by Hilary for the use of the Hall</li> <li>- brackets for the film screen: <b>Action: Bill to source and install</b></li> </ul>	DD BP  BP
8.	<p>DONM</p> <p><b>Tuesday 13<sup>th</sup> August @ 7.30pm</b></p>	