

## **Cornworthy Village Hall Annual General Meeting Village Hall 29<sup>th</sup> October 2024**

### **Present: Existing Committee**

Simon Baker (SB)	Chair
Paul Sterry (PS)	Treasurer
Hilary Tuppen (HT)	Secretary
Elly Finn (EF)	Committee Member, Buildings/Hall Upgrade
Bill Petheram (BP)	Committee Member, Table Tennis Club
David Carver (DC)	Committee Member
Jilly Reid (JR)	Committee Member (PCC)
David Bailey (DB)	Committee member (Parish Council)

In attendance including Donna Devaney, Tania Jones, Alun Sherwood, Ted Tuppen, Peter Fowler, Rebecca Holderness.

**Apologies:** Fiona Kidd, Bronwen Thompson, Colin Thompson

1. Welcome from the Chair.
2. Minutes of the last AGM on 8<sup>th</sup> November 2023 – agreed as a true record and signed by SB.
3. Matters Arising  
– none not covered by the agenda.
4. Chairman's Annual Report:  
SB read his report (see attached) recognising the significant amount of progress achieved over the last 12 months, and thanking all those involved.
5. Treasurer's Report:  
PS delivered his report (see attached) for the period 01.09.23 -31.08.24. He highlighted that the cash at bank is now approximately £16k, as the invoice for the new external doors has been settled since the financial year end.
6. Secretary's Report:  
HT delivered her report (see attached)
7. Hall refurbishment  
EF summarised the progress achieved in upgrading the hall: this last year has seen the completion of works funded by the platinum jubilee grant, with new front doors and window repairs finished in the summer. Combined with the heating, new fire doors and mechanical ventilation, the hall is now a drier, warmer and generally more inviting space to be in! As was the case for phase 1, the works in phase 2 were undertaken by WMS and overseen by Kirkham Board, the Building Surveyors. A final

part of this project was to drag the hall into the 21st Century and thanks to Paul Mcloughlin the Hall now has WIFI connectivity.

Thanks were extended to: David Carver, David Bailey and Sam Nutt for the internal painting programme, which continues; to Colin and Bronwen Thompson (supported by Sam Nutt) for repairs and painting to the window frames; and to Kelvin Gitsham, for all the electrical upgrades with new power sockets and a plumbed in dishwasher. The committee has sought other funding opportunities with which to continue this good work. Thanks were extended to Cornworthy Parish Council for awarding £1,000 and Devon County Council for £500 of grant funding towards this effort. Huge thanks were noted to South Hams District Council for the award of £10,000 from the Rural England Prosperity Fund. This grant, which must be match funded from hall reserves, will concentrate on essential external repairs to the roof and pointing of the stonework on the meeting room, replacement of the barge boards as well as further window repairs. These works will take place in December and be completed by Christmas.

8. AOB:

- Bill Petheram volunteered to take over the management of the Cornworthy Community Bookstall from Neil Robbins.

- Alun Sherwood queried whether it might be possible to secure additional storage space, e.g. by acquiring a very small piece of land from the Hartnells in which to extend the existing storage room. Whilst acknowledging the desperate need for more storage, the committee noted that all available funds are currently earmarked for other essential refurbishment issues. However, it undertook to consider the matter and look at other solutions (e.g. using one of the toilet areas, putting cupboards in the meeting room).

- Rebecca Holderness agreed to take over the administration of the 100 Club.

9. Management Committee Resignations:

The existing committee resigned. It was noted that Paul Sterry, Bill Petheram and Elly Finn had confirmed that they would not stand again.

10. Election to the new Committee:

Chair: Simon Baker was proposed by Hilary Tuppen, seconded by David Carver and the vote for his appointment was unanimous.

Treasurer: Fiona Kidd has agreed to act as treasurer. Her election was proposed by Hilary Tuppen, seconded by Ted Tuppen and this was unanimously approved.

Secretary: Hilary Tuppen was proposed by Simon Baker and seconded by Donna Devaney and the vote for her appointment was unanimous.

The following trustees agreed to be appointed again: Jilly Reid, David Bailey and David Carver.

It was noted that there are 2 trustee places vacant, which it is hoped will be filled by representatives of the table tennis club and film club respectively.

Elly Finn will remain in charge of the hall upgrade, Donna Devaney will stay in charge of facilities and Peter Fowler will remain in charge of hall bookings, all as "co-opted members".

The AGM closed at 7.27pm.

## **Appendix 1 – Chairman’s Report**

“I will keep my report brief to avoid repetition as we have comprehensive reports from our secretary, our treasurer and the hall refurbishment officer.

Last year was a highly successful year for the Village Hall: around £50,000 has been raised from grants and very generous donations and as result the hall has a new heating system, very smart new doors and WIFI and despite the best efforts of the pickleball club is looking pretty good.

Last year we missed out on the curry night and the pie night as fundraising events but so far this year we have just had a successful curry night that I see several of you attended and many thanks to everyone who made a curry and/or helped. Prior to that we had an equally successful Apple Day and many thanks to Sue and Grahame at the Hunters Lodger for their help.

Forthcoming events are the Christmas Fair at the end of November and a New Years Eve party organised by the Hunters for which priority will be given to Cornworthy parish residents, which I am sure will sell out very quickly.

We have such a strong community spirit in this village that it is impossible to thank everyone individually who has made things, helped move chairs, sweep floors, setup, take down etc but if you have been a helper thank you.

However, I would like to specifically thank Kelvin for all his electrical help. Paul "Hacianda" Mcloughlin for his DJing, WiFi help and quizzes, Tania for her baking, Donna for posters and help with the 100 club, Tim Carter for ladders and general help, Rebecca for the mulled wine at the Christmas fair and Peter Fowler for doing the bookings. If I have missed anyone out apologies and many thanks.

Later on this evening you will sadly be notified of 3 resignations from the committee and so many thanks to Bill for his years of service, Paul Sterry for his sterling work as treasurer and Elly for the incredible amount of time and effort she has put into masterminding the refurbishment.

Finally, I was having a drink with a great friend of mine, the chairman of Totnes rugby club and he said you know Simon, chairman run meetings, but secretaries run clubs and he is so right. I am incredibly lucky as chairman to have such a supremely organised and efficient secretary in Hilary Tuppen ably supported by an enthusiastic committee so all I have to do is sit on my behind, draw my salary and delegate. Thank you all.

Now over to Paul Sterry for the treasurer's report.”

Simon Baker,  
Chairman

## **Appendix 2 – Treasurer’s Report**

This report covers the financial year 1<sup>st</sup> September 2023 to 31<sup>st</sup> August 2024

### **Summary**

Revenue has improved in the year by 13% due to increased activity in the hall a reflection of the enhanced state of the hall from renovation works. Cost of sales have increased and reflect the simple fact that things are more expensive.

As can be seen our overheads have reduced, however, it should be noted that in 2023 £7,025 was spent on consultancy fees to establish the works required to bring the Hall back to a good standard and hence to enable it to continue to be used in future years, in 2024 this had reduced to £1,854.

During the year some £37.1K was spent on a new heating system and other works enabled by generous donations and Grants awarded. It is standard practice to take a full year of depreciation on assets acquired during that year.

Village Hall 31st August 2024			
	As at 31/08/24	As at 31/08/23	Change
	£	£	£
<b>Revenue</b>	<b>8,377</b>	<b>7,424</b>	<b>953</b>
Cost of Sales	1,466	773	(693)
<b>Gross Profit</b>	<b>6,911</b>	<b>6,651</b>	<b>260</b>
Overheads	6,155	10,995	4,840
<b>EBITDA</b>	<b>756</b>	<b>(4,344)</b>	<b>5,100</b>
Depreciation	3,707	0	(3,707)
<b>Operating Profit</b>	<b>(2,951)</b>	<b>(4,344)</b>	<b>1,393</b>
Donations	34,930	9,551	25,379
<b>Net Profit</b>	<b>31,979</b>	<b>5,207</b>	<b>26,772</b>

Note 1 August 2023 included consultancy fees for hall upgrade works of £7,025

Note 2 Full year of Depreciation on Assets acquired during 2023/24

## Revenue

Total revenue excluding Donations in 2022/23 is £8,377

It should be noted that our main sources of income are from Hall Hire and Events as follows:

### Hall hire

Hall hire income at £1,812 was almost £1K better than that of 2023 at £881; clearly improvements that have been made to the hall have meant that people are more comfortable using it.

### Events

Event income was significantly less than 2023 at £3,457 v £5,795, this year Curry night and Pie night were not run, their combined income in 2023 was circa £2.3K

Events Income	Amt £
Apple Day	1,262
Christmas Fair	1,192
Burns Night	193
Dog Show	760
Other	51
<b>Total</b>	<b>3,457</b>

## Overheads

We incurred overheads of £6,155 in the year, the major spend here is

Insurance	£1,054
Electricity	£811
Consultancy	£2,170 of which £1,854 relates to Tender works for the hall upgrades
Repairs	£724

## Donations

The generosity of the local community has been exceptional, events that have been held have been well supported and further monies have been donated via just giving and also by returning 100 club winnings.

<b>Donations</b>	<b>Amt £</b>
Anonymous	20,000
ACRE Grant	10,000
PayPal Donations	965
Disco Time	879
Cornworthy Rovers	399
Xmas Cards	50
100 Club	305
Cinema club	75
Folk Night Donation	252
Dartmouth Events	1,000
J Hawkins DCC Grant	500
D Carver	100
Other	405
<b>Total</b>	<b>34,930</b>

## Cash at Bank

An account was opened with Co-op bank during the year, this account provides for online access and electronic payment, historically all payments were made by cheque and relied on weekly statements. It should be noted that despite the bank balance below looking very healthy a payment of £15.5K is now due and further major works are in the pipeline.

	<b>Year End August 2024</b>	<b>Year End August 2023</b>	<b>Increase</b>
	£	£	£
Cash at Bank Natwest	27,510	25,935	1,575
Cash at Bank Co-op	3,485	0	3,485
Petty Cash	999	416	583
<b>Total Cash</b>	<b>31,994</b>	<b>26,351</b>	<b>5,643</b>

## **Appendix 3 – Secretary’s Report**

### **Events**

It has already been mentioned that two of the customary Hall fund-raising events did not take place for one reason or another. What I’d like to highlight is the series of new events that were organised by people who aren’t necessarily on the committee: two discos (Christmas and May) organised by Paul Mcloughlin, Donna Devaney and Elly Finn (let’s hope they do yet another one!), the inaugural Burns’ Night supper organised by Jo Martin and Mary Galbraith (which I’m pleased to say is happening again next January) and the folk night organised by Peter Howell. All these events made valuable contributions to the Hall’s funds, and we thank all those involved. But the important thing is that the Hall gets used for community events, so if anyone feels like organising something, even if the main motivation is not fund-raising, then PLEASE DO!

### **Housekeeping**

Regarding more mundane matters, aside from events and fund-raising, the committee must ensure that the charity satisfies all its legal requirements with the Charities Commission and that our approach to corporate governance aligns with current best practice. To that end over the course of the last year, we have reviewed our standard terms and conditions and health and safety policy, and adopted a suite of additional policies covering safeguarding, equality and diversity, data protection and sustainability. This may not sound very important – it certainly isn’t very exciting – but when it comes to applying for grant funding, it can be vital to be able to demonstrate that the charity has paid attention to these “hygiene factors”.

### **Legal structure**

As Elly will elaborate on in a moment, a huge amount has been accomplished over the last year in upgrading the Hall’s facilities with the assistance of grant funding and donations. However, going forward the largest expense that the hall will face in maybe 2-3 years’ time, is insulating the roof – and if we do this, it will be cost effective to repair if not replace the roof as necessary at the same time. For this part of the project, we’ll almost certainly need to apply for further grant funding and in this context, these hygiene factors matter, but so too does the legal framework of the Hall. Currently, the charity takes the form of a trust – not unlike a trust that might be set up by a will - and this is proving to be disadvantageous. Firstly, no one understands the trust structure – and by this, I mean, banks, utility companies, and most importantly grant providers, all of whom would prefer to deal with a legal entity like a company or corporate body; and secondly under a trust structure the Trustees have personal liability which isn’t fair. Consequently, the committee will be looking to see whether the legal framework can be changed to some form of incorporated body and bring the Hall as a charity into the 21<sup>st</sup> century. I should stress that if this proves feasible, the charity’s objectives would not change, and the key principles enshrined within the trust deed would be retained. Full details of any new structure would be presented in advance to the members of the Parish either at a special meeting or the next AGM.

### **Volunteers.**

The management committee could not run the village hall without additional volunteers,

and we are currently looking to recruit both additional trustees and co-opted members of the team.

### **100 Club**

The village misses Rose O'Brien for so many reasons, including the invaluable contribution both she and Jim made to the village hall. One aspect of this was her administration of the 100 Club, and we are still looking for a volunteer to run this process. Even though slightly fewer tickets were sold this year, it still contributed over £1,000 to the Hall's funds – so it is an important feature of the Hall's activities. Please let us know if you feel you could take this on.

### **Book stall**

At the beginning of the year, Neil Robbins, with help from his partner Donna Devaney, launched the Cornworthy Community Bookstall. Since January, this has proved a popular resource in the village and raised nearly £165. However, it doesn't just happen, and we would like to thank Neil for the time and effort he has spent on the bookstall. It's great that the Bookstall is now an established community resource but sadly Neil has decided to step down from overseeing it at the end of this month. So, if it is going to continue, we need another volunteer who can take it forward and build on what Neil has achieved so far.

### **Other trustees and representatives:**

I am pleased to announce that Bronwen Thompson has kindly agreed to take on the role of Event Coordinator with effect from the beginning of December as a co-opted member of the committee. This is a vital role, and we have sorely missed the contribution made in this context by Dawn Williams since she moved away from the village in June.

However, at the end of the meeting when the current management committee is dissolved, we shall still have two vacancies on the management committee – to mimic the immortal words of Kitchener, your village needs you! So if you feel you could play a role on the committee we'd love to hear from you.