

## Cornworthy Village Hall – Committee Meeting

Village Hall, 2nd October 2024, 7.00pm

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

Simon Baker	Chair	SB
Hilary Tuppen	Secretary	HT
Paul Sterry	Treasurer	PS
David Carver	Committee Member	DC
David Bailey	Committee Member (CPC)	DB
Bill Petheram	Committee Member (Table Tennis Club)	BP
Bronwen Thompson	Co-opted member: Events Co-Ordinator (elect)	BT

**Apologies:**

Donna Devaney	Co-opted member: Facilities Coordinator	DD
Peter Fowler	Co -opted member: Hall Bookings Coordinator	PF
Elly Finn	Committee Member (CPC)	EF
Jill Reid	Committee Member (PCC)	JR

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ITEM	MINUTE	ACTION
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<b>1.</b>	<p><b>Welcome</b> from the Chair – and absences noted. A particular welcome was extended to Bronwen who has kindly agreed to take over the Event Co-Ordinator role with effect from the beginning of December, as a co-opted member of the committee rather than a trustee.</p>	
<b>2.</b>	<p><b>Minutes</b> of the last meeting (5<sup>th</sup> September 2024) - agreed as a true record and signed by SB</p>	
<b>3.</b>	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>- <b>Fundraising Thermometer:</b> ongoing</li> <li>- <b>Recruitment of new committee members:</b> ongoing. A replacement is still required to take over from Elly Finn, and Paul Sterry (who plans to step down from the committee as treasurer at the AGM)</li> <li>- <b>Plaque to commemorate Rose and Jim O'Brien:</b> Paul will be ordering the plaque on 4<sup>th</sup> October</li> <li>- <b>Gift Aid</b> – Access to the Gift Aid account is still outstanding but should be resolved by 3<sup>rd</sup> October.</li> <li>- <b>Model hire agreement:</b> Hilary and Pete had prepared a new set of Standard Conditions of Hire which had been circulated in advance if the meeting. The committee approved the draft as presented for use with immediate effect.</li> </ul>	<p>SB, HT</p> <p>PS</p>

	<p>- sign for Hall – c/f Bill was authorised to order this from Tom Dixon.  <b>Action: Bill to commission the sign</b></p>	BP
4	<p><b>Hall Upgrade Report:</b></p> <ul style="list-style-type: none"> <li>- some redecoration is outstanding. Elly and Donna are preparing a schedule with details of the work required and the paint to be used. Dave and Sam on standby.</li> <li>- Resetting the blind: Dave reported that it is broken and needs to be replaced in due course. For now, he has done what he can, and the blind is permanently down.</li> <li>- New external doors: the surface must not be compromised using drawing pins or nails. There needs to be a sign alerting users to this:  <b>Action: Simon to organize – o/s</b></li> <li>- Next phase of works: the £10k grant has been awarded by the Rural England Prosperity Fund and the updated costings have been received. Subject to further recommendations from Elly and Donna, it was resolved that: <ul style="list-style-type: none"> <li>• The committee agreed to instruct Kirkham and WMS to undertake the phase 3 works as soon as practicable based on the estimate provided. Getting the work done before Christmas would be ideal. The committee recognises that this may result in scaffolding being erected around the Hall at the time of the Christmas Fair but feels that the work should proceed in any event provided the Hall can be used safely if the works are still ongoing. It also recognised that this may impact the timing of putting up the Christmas Tree donated by the Parish Council. (PS the decision to proceed and on what basis was subsequently deferred pending further information about the cost of accoya vs soft timber)</li> <li>• The kitchen work would need to have been completed before the Christmas Fair or not undertaken until after 30th November.</li> <li>• The committee agreed with the recommendation of scalloped edged decorated timber replacement rather than the straight edged composite. (similarly, this decision subsequently deferred pending further information).</li> <li>• The committee is prepared to run on a very low level of reserves in the short term, recognising that £10k would be recouped in the end. However, from a practical cashflow perspective, WMS may be asked to invoice in stages, even if the work is undertaken in one go. The Hall doesn't have £20k (or indeed £24k incl. VAT) "spare" cash. REPF could be flexible in this respect.</li> <li>• Bill pointed out that additional lighting could be installed in the main hall i.e. additional spotlights, and that the wiring exists for these. The question was raised whether the installation of 4 additional spots could be added to WMS's work schedule, given that a scaffolding tower would be required. It was noted that Kelvin (and Colin and Bronwen) both have scaffolding towers</li> </ul> </li> </ul>	<p>EF, DD</p> <p>SB</p> <p>EF</p>

	<p>that could be borrowed, so the lighting could be dealt with separately.</p> <ul style="list-style-type: none"> <li>External light: WMS will recommend an appropriate sensor light which Kelvin will be asked to source and fit. c/f</li> </ul>	
5.	<p><b>Fundraising</b></p> <ul style="list-style-type: none"> <li>- Paul had circulated a draft version of the final accounts for the year to 31<sup>st</sup> August 2024. He drew the committee’s attention to the inclusion of depreciation. Currently, there is approx. £31k in the NatWest account and £4k in the Coop account. Once the water and electricity account direct debits have been transferred to the Coop account, Paul (with Elly’s assistance) can close the NatWest account.</li> <li>- As noted above, the Rural England Prosperity Fund grant has been awarded and a degree of publicity around phase 3 works could be used as a catalyst for further fundraising. In due course it was agreed that it would be worth setting up a Just Giving page to harness the untapped support within the local community.</li> <li>- It was suggested that John Mackay should be asked about possible grants available on a regular basis.</li> <li>- <b>100 Club</b> – the final tally needs to be checked. <b>Action: Paul.</b></li> </ul> <p>For next year, the process should start earlier.</p>	<p>PS</p> <p>HT, SB</p> <p>HT</p> <p>PS</p>
6.	<p><b>Events</b></p> <ul style="list-style-type: none"> <li>- <b>Apple Day</b> – 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. See appendix for details of apple day action points</li> <li>- <b>Curry night</b> – 26<sup>th</sup> October. Paul Mcloughlin has agreed to run a quiz on the night. Any tickets bought for the pie night cancelled in April will be valid for the curry night. A separate meeting was arranged for 15<sup>th</sup> October at 7pm to finalise arrangements, and it was agreed that the set up would take place at 4pm on 25<sup>th</sup> October.</li> <li>- <b>Christmas Fair</b> – 30<sup>th</sup> November. 7 stall holders have been booked.</li> </ul> <p><b>Action: Jilly Reid to chase this up.</b></p>	<p>All</p> <p>HT</p> <p>JR</p>
7.	<p><b>AOB:</b></p> <ul style="list-style-type: none"> <li>- AGM notice– the AGM is set for 29<sup>th</sup> October at 7pm. The notice was discussed, and the text agreed. Action: Hilary to issue the notice as soon as possible</li> </ul>	
8.	<p>DONM – Tuesday 29<sup>th</sup> October, following AGM at 7pm</p>	

## **Appendix - Apple Day – key tasks**

1. Press: to be collected from Ashprington  
Grahame will advise on date/time for collection once he has heard from previous hirer (Jack Skuse).  
Bill Petheram and Dave Bailey are willing to collect the press – plan to do this at 4pm on Friday 11<sup>th</sup> October.
2. Car park: Sue plans to ask Tom/Mike Hartnell if cars can use their yard.  
Simon Baker has two car park signs
3. Hay bales: Mike Hartnell has agreed to provide (approx. 6-8)
4. List of raffle prizes: Hils to confirm list and arrange for boxes to be prepared (done)
  - Cornworthy Cinema Club tickets x 2
  - Totnes cinema tickets x 2
  - “spa” hamper
  - golf voucher
  - smoked salmon
  - truffles?
  - ham?Raffle ticket price – suggest £10 for a strip (£2 each)
5. Bottles for bottle stall – ongoing. Bottle stall ticket price tbc (suggest £3 per ticket or 2 for £5)
6. Marquees:
  - pub marquee erected Thursday 3<sup>rd</sup> Oct
  - village hall and parish council marquees to be put up at 4.30pm on Friday 11<sup>th</sup> and taken down at 5pm on 13<sup>th</sup>.
  - Volunteers required – ad put on FaceBook
7. Tables and chairs
  - all tables available will be required (16 large, 2-3 small)
  - 30 chairs to be collected from Riverside farm and set out – Bill P + Simon B
  - tables to be collected from hall and set out
8. Apples: pub willing to receive apples from Monday onwards
9. Paul Sterry organising volunteers for apple pressing between 10am – 12 noon on Sunday 13<sup>th</sup>.
10. Paul Sterry organising rota of supervisors of apple press throughout the afternoon 1-5pm
11. Suggested price for apple juice: £2 per litre
12. Floats x 6 required – Paul Sterry will provide 6 x £50 floats
13. Raffle tickets – several books available (Hils has these)
14. Timetable of events on the day – Hils to prepare