

Cornworthy Village Hall – Committee Meeting

Village Hall, 17th December 2024, 7.00pm

Present: Committee (Trustees) and co-opted members

Simon Baker	Trustee - Chair	SB
Hilary Tuppen	Trustee - Secretary	HT
Fiona Kidd	Trustee - Treasurer	FK
Paul Sterry	Treasurer (retired)	PS
David Carver	Trustee	DC
David Bailey	Trustee (CPC)	DB
Jilly Reid	Trustee (PCC)	JR
Bronwen Thompson	Co-opted member: Events Coordinator	BT
Peter Fowler	Co-opted member: Bookings Secretary	PF

Apologies:

Donna Devaney	Co-opted member: Facilities	DD
Elly Finn	Co-opted member: Hall refurbishment	EF

ITEM	MINUTE	ACTION
1.	Welcome from the Chair – and apologies noted.	
2.	Minutes of the last meeting (2 ^{9th} October 2024) - agreed as a true record and signed by SB	
3.	<p>Matters Arising</p> <ul style="list-style-type: none"> - Fundraising Thermometer: should be completed in the new year - Recruitment of new committee members: ongoing. Replacements are still required to fill 2 vacancies. Action: HT to follow-up with Table Tennis and Cornworthy Cinema Clubs - Gift Aid – received. Action: FK to provide a gift aid form to Gillie James - sign for Hall – in hand. Paid for. - 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 organize – o/s 	<p>HT</p> <p>SB</p>
4	<p>Hall Upgrade Report:</p> <ul style="list-style-type: none"> - the next phase of works commenced on 2nd December – a detailed update report was provided by EF and taken as read (see Appendix 1) 	<p>EF</p>

5.	<p>Treasurer's Report</p> <ul style="list-style-type: none"> - Paul had provided the committee with a comprehensive report covering the period from 1st September – 17th December, including detailed notes on the handover to Fiona. This was taken as read. Total turnover for the period was approx. £7.4k before the Christmas Fair proceeds of £761.68 (gross). Available cash was over £23k (in NatWest and Coop combined) after having considered the £1.3k owed to WMS (for the external doors). The cash total does not account for the net proceeds of the Christmas fair of over £650 nor the £1,000 due from the Parish Council grant. Paul noted that the value of the new external doors has been capitalised, but no depreciation has been accounted for to date. - The accounts for last financial year have been independently examined and approved. - After discussion it was agreed that £10,000 should be transferred to the Coop account from NatWest to enable payment of the WMS interim invoice. Action: FK - Peter Fowler was asked to pay any cash he receives into the Coop account, and he will liaise with Fiona over access to Sage. Action: PF/FK - Coop account: HT now has online access and will order a cheque book and a bank card. Action: HT 	<p>PS</p> <p>FK</p> <p>PF/FK</p> <p>HT</p>
6.	<p>Events</p> <ul style="list-style-type: none"> - Apple Day – HT had been tasked with obtaining feedback from the pub. See Appendix 2. The key issues were the layout of the cake stall and positioning of the bell ringers, as well as the need for more publicity especially in the Dartmouth area. - Christmas Fair – this had been a very successful event, despite the fewer number of stalls. BT has already asked Elizabeth Sherwood to start scouting for additional stallholders for next year's event, particularly as Helen Isitt had indicated that several crafters had not known about the event. Early planning was recommended for next year's event. - New Year's Eve party: Action: BT to ask pub what help they might need - there was a discussion about events in 2025: <p>Apple day: late September (20th or 27th) subject to securing the apple press</p> <p>Christmas Fair: 29th November 2pm – 4.45pm</p> <p>Dog show: sometime in May? Action: BT to liaise with Bill Petheram</p> <p>Pig roast: 28th June</p> <p>Themed food evening: tbc</p>	
7.	<p>AOB:</p> <ul style="list-style-type: none"> - the declaration of acceptance of trust and the statement for the hall's insurance were signed by the remaining trustees in attendance (FK) - renewal of membership of Devon Communities Together was approved. Action: HT - the committee discussed the Church's request to use the Hall's WiFi for its own purposes and it was suggested that the Church ought to make a financial contribution towards to monthly cost. Action: HT to invite Mike Hasler, PCC Treasurer both to attend the next committee meeting 	<p>HT</p> <p>HT</p>

	<p>and suggest a contribution.</p> <p>- DB mooted the idea of a Cornworthy 2026 Calendar featuring appropriate photographs for each month. This was supported and DB was authorized to order 100 in due course.</p> <p>- cleaning of the Hall. There was a long discussion about the issues surrounding maintaining the Hall in fit and proper state for all users. In particular, the Hall needs to be checked by a designated person both before and after an event or regular use. After noting the points made by DD to the committee, several principles were agreed: PF will alert the committee in advance about key external events so that a designated person can be nominated. The Table Tennis Club representatives and other regular users will be reminded about the guidelines for using the Hall. Hall hirers' expectations and responsibilities need to be managed by PF. Ideas for suitable cleaners to be explored. Hall charges to be reviewed in the New Year in the light of additional cleaning costs that might be incurred.</p>	
8.	DONM – Tuesday 4 th February @ 7pm	

Appendix 1:

Hall refurbishment report

Progress on phase 3 of the works is going well; WMS started as expected on the 2nd December and have worked diligently and competently.

The coping stones over the meeting room roof have been removed and redressed with lead and replaced, which should prevent further water ingress. A fungicidal paint has been applied which will kill the moss etc and the wall now needs to be allowed to dry out. Works to each gable end are in progress with the concrete window sill (at the road end) being repaired and the timber window (at the farm end) having rotten elements replaced. Works to the replacement bargeboards are well underway.

Four issues have arisen that have needed some alteration to the planned works and the committee are asked to note the following:

1. Due to the saturation of the meeting room wall WMS have been unable to repoint as expected. This wall will need several months to dry out before this work can be undertaken. The Committee is asked to note that this element has been omitted from this current work phase.
2. Two double glazing panels on the gable window (road end) have blown. It has been agreed that as we have scaffolding up now is the most cost-effective time to replace them. The replacements are not expected to exceed £100. The Committee is asked to note that this item has been added.
3. The purlin above the front window has completely rotted out and is unable to support the new bargeboard. To undertake the necessary repairs a full scaffold will be needed (as opposed to the tower that was proposed). The committee is asked to note that a price for this work has been requested and that this work will necessitate a return in January to complete.

4. It was agreed to repaint all the woodwork around the bargeboards black. The Committee is asked to note that I have requested a price to repaint all remaining 'green' woodwork black also.

WMS are aware that our budget is a maximum of £20,000 and are confident they can complete the works under this figure. Once I have prices for items 2-4, I will revert to the Committee to update. An invoice has been requested for works to date and the below has been proposed and approved by Committee. This claim is subject to VAT

**Valuation
Summary**

Total (Nett)	£12,911.45
Less retention @ 5%	£645.57
Total to claim (Nett) this valuation	£12,265.88

Appendix 2:

Apple Day 2024 – feedback from Hunters Lodge

Meeting with Grahame and Sue Nutt (HL) and Hilary Tuppen (HT) 6th November 2024

- HL felt the organisation was very good this year and overall were very pleased with how the event ran
- Ideally, they would like to host the event in late/at the end of September in 2025. It all depends when they can secure the press from Orchard Link – bookings open on 1st May 2025 and Grahame plans to be “on it” earlier next year.
- Layout: they recognised that the cake stall should probably have been on the same level as the bar and band. Grahame noted that the bar takings were up on last year (in 2023 the bar had been located at the car park level) so the lawn level is a critical area!
- The bookstall: HT noted that Neil had been somewhat disappointed by the takings. The feedback from HL was that the scale of the bookstall was too large. Consider whether it is worth having a bookstall next year.
- Crafters: Sue acknowledged that they needed to be booked in earlier next year.
- Dartington Morris Dancers: again, they need to be contacted earlier in the year to ensure their attendance.
- Hand bell ringers: as the group felt that they were scheduled too early and were awkwardly positioned, next year they should be consulted beforehand and asked when in the afternoon they would like to perform and where they would like to be situated.

- Publicity: HT passed on the feedback from the committee that perhaps the event could be more widely publicised. HL had placed a banner in a prominent location and put posters in Ashprington, Dittisham and Harbertonford, as well as throughout the village, on Facebook and in the Parish Magazine (twice). They would welcome suggestions about how the event could be more widely advertised.
- The coconut shy and the children's face painter/entertainer (Sarah Lewis) were very popular and ideal for keeping the youngsters entertained. To be repeated next year.
- HL felt that the group of volunteers in charge of the apple pressing worked very well and freed the HL team up to concentrate on the food and beverage offering (hog roast and kebab-b-q). They would hope the same system could be arranged for next year.
- Bottles for both apple juice (empty) and the bottle stall (full!) should be collated earlier next year.