

## Cornworthy Village Hall – Committee Meeting

Village Hall, 22nd October 2025, 7.00pm

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

Simon Baker	Trustee - Chair	SB
Hilary Tuppen	Trustee - Secretary	HT
Fiona Kidd	Trustee - Treasurer	FK
Helen Isitt	Trustee (Cornworthy Cinema Club)	HI
Peter Fowler	Booking Secretary	PF
Bronwen Thompson	Events Coordinator	BT
Rebecca Holderness	100 Club	RH

### Apologies:

Tim Carter	Trustee (Table Tennis)	TC
David Bailey	Trustee (CPC)	DB
Kit Noble	Trustee (Wild About Cornworthy)	KN
Jilly Reid	Trustee (PCC)	JR
Elly Finn	Co-opted member: Hall refurbishment	EF
Donna Devaney	Co-opted member: Facilities	DD

ITEM	MINUTE	ACTION
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<b>1.</b>	Welcome from the Chair – and apologies noted.	
<b>2.</b>	Minutes of the last meeting (2 <sup>nd</sup> September 2025) – minutes agreed as a true record and signed by SB	
<b>3.</b>	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>- <b>Fundraising Thermometer:</b> Simon to arrange an explanation board. c/f <b>Action: Simon</b></li> <li>- <b>Hall Charges:</b> Pete had circulated a proposed schedule of revised charges for 2026. After discussion and subject to a few minor amendments, these were approved. It was agreed that the concept of “membership” should replace “Friend of” the Hall. This should be promoted (e.g. in Hear from the Hall, at the AGM). <b>Action: Pete to update and post on the website.</b></li> <li>- <b>Electricity Meter:</b> Pete had ascertained that Westwood Meters now</li> </ul>	<p>SB</p> <p>PF</p>

	<p>only produce single use plastic meter cards which is unattractive. Instead, he has found a meter sold by JSG Metering Solutions (£175 + VAT) which can have retainer cards and ordinary cards, all of which can be recharged. The retainer cards would suit regular users as the user loads up the meter at the start of their session and at the end taps the card on the meter a second time to reabsorb any unused credit back onto the card. Subject to ascertaining the denominations of the cards, it was agreed that this was a sensible option and that all attempts should be made to fit the meter as soon as possible. Rebecca offered to research whether there are any grants available for the hardware.</p> <p><b>Action: Pete to obtain further details about the cards</b></p> <p>- <b>100 Club:</b> Rebecca tabled a report on the ticket sales to date (121) and the consequent allocation of the prize money. There are a few more tickets to sell (Carvers?), and a few outstanding payments. <b>Action: Fiona to check bank account records and liaise with Rebecca</b></p>	<p>PF</p> <p>FK</p>
4	<p><b>Hall Upgrade Report:</b></p> <ul style="list-style-type: none"> <li>- It was noted that the 2 bat emergence surveys to be undertaken by Devon Wildlife Consultants are booked in for 4<sup>th</sup> and 26<sup>th</sup> May 2026</li> <li>- Kirkham Board have prepared a specification for the roof replacement and some repairs to the kitchen which has been sent to WMS for pricing. There was a discussion about the need for other quotes and whilst recognizing that there had been a competitive tender process right at the outset of the refurbishment programme, it was felt that it was necessary to obtain 2 other quotes for comparison purposes and to satisfy grant application conditions. <b>Action: Hilary to speak to Elly</b></li> <li>- other possible upgrade works: Hilary and Donna have a meeting with Start Point Flooring to get a quote for the restoration of the Hall floor on Wednesday 29<sup>th</sup> October.</li> </ul> <p>Helen has kindly offered to make the replacement blinds with fire retardant fabric and with blackout lining and will provide a quote and some sample fabric.</p> <p>A quote is being obtained from WMS about what they could do to the kitchen and some of the repainting required.</p> <p><b>Action: Hilary/Helen/Donna/Elly</b></p> <ul style="list-style-type: none"> <li>- mold issue: WMS visited the Hall and the mold growth in the entrance ceiling is not a leak from the ventilation – more likely condensation. This should be monitored, and the recommendation is that the ceiling be painted with mold-resistant paint.</li> </ul>	<p>HT</p> <p>HT, HI, DD, EF</p>
5.	<p><b>Treasurer's Report</b></p> <ul style="list-style-type: none"> <li>- Fiona presented the results to 31<sup>st</sup> August, which have been examined by R Little and approved, subject to receipt of an up-to-date NatWest bank statement. It was noted that the Hall hire income figures need to be double-checked: <b>action Fiona/Pete</b></li> <li>Cash at bank is just over £22k, after payment of 2 of the 3 outstanding retentions to WMS and the electricity bill.</li> <li>- finance policy: <b>action Fiona to prepare one for consideration</b></li> </ul>	<p>FK/PF</p> <p>FK</p>

6.	<p><b>Events</b></p> <ul style="list-style-type: none"> <li>- <b>Apple Day on 28<sup>th</sup> September.</b> This had been a huge success, raising approx. £1,100. Bronwen noted that use of a PA system should be considered for future events.</li> <li>- Halloween themed bingo evening – postponed to 2026 due to “event fatigue”</li> <li>- String quartet recital in the Hall in November is being arranged by Paul Mcloughlin on 16<sup>th</sup> November</li> <li>- <b>Christmas Fair – 29<sup>th</sup> November.</b> Bronwen provided an update on progress to date, including that so far 7 stalls have been booked. A volunteer is needed to take charge of the mulled wine and mince pie offering. Set-up will be sometime on 28<sup>th</sup>/early 29<sup>th</sup> – Lynn timer has offered to decorate the tree at 2pm on 28<sup>th</sup> November.</li> <li>- Christmas Cracker in Dittisham 5<sup>th</sup> &amp; 6<sup>th</sup> December – in hand</li> <li>- <b>New Year’s Eve party</b> – being arranged by the Hunters Lodge. Hils to check if they wanted any assistance nearer the time</li> <li>- <b>2026 events calendar to be agreed at the next meeting</b>, including the curry night in honour of David Carver on either 17<sup>th</sup> or 24<sup>th</sup> January (whilst the pub is shut). Bronwen to consult Hannah and Guy</li> </ul>	BT
7.	<p><b>AGM</b></p> <ul style="list-style-type: none"> <li>- The format of the evening and the reports required was discussed.</li> <li>- The configuration of the committee after the AGM needs to be confirmed. <b>Action: HT to check with David, Tim and Jilly that they are prepared to continue and circulate minutes of last AGM</b></li> <li>- It was suggested that a survey of what the parishioners want from the Hall be conducted early in 2026, and it was agreed that this should be referred to at the AGM. <b>Action: Hilary to prepare a draft</b></li> </ul>	HT  HT
8.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>- <b>Hall cleaning:</b> a market rate will need to be paid to any cleaner taking over from Elise, for whom a parting gift will be obtained (Bronwen)</li> <li><b>Action: Hilary to discuss with Elly</b></li> </ul>	
10.	DONM – Tuesday 4 <sup>th</sup> November immediately after the AGM @ 7pm	