

Cornworthy Village Hall – Committee Meeting

Village Hall, 9th December 2025, 6.00pm

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
Tim Carter	Trustee (Table Tennis)	TC
Kit Noble	Trustee (Wild About Cornworthy)	KN
Jilly Reid	Trustee (PCC)	JR
Peter Fowler	Booking Secretary	PF
Bronwen Thompson	Events Coordinator	BT

Apologies:

David Bailey	Trustee (CPC)	DB
Elly Finn	Co-opted member: Hall refurbishment	EF
Donna Devaney	Co-opted member: Facilities	DD
Rebecca Holderness	100 Club	RH

ITEM	MINUTE	ACTION
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1.	Welcome from the Chair – and apologies noted.	
2.	Minutes of the last meeting (22 nd October 2025) – minutes agreed as a true record and signed by SB	
3.	Matters Arising - Fundraising Thermometer: Explanation board. c/f Action: Simon - Hall Charges: Pete had circulated a proposed scheduled of revised charges for 2026. After discussion these were approved. The benefits of membership should be widely marketed Action: Pete - Electricity Meter: Kelvin has the new meter and will fit it when he can. - 100 Club: outstanding issues have been resolved between Rebecca and Fiona	SB PF
4	Hall Upgrade Report: - Kirkham Board have so far received 2 quotes for replacing the roof (£89,229 + VAT and £90,862 + VAT). A third one has been requested as	

	<p>grant providers generally ask for 3 quotes. Action: Elly</p> <p>- other possible upgrade works: Start Point Flooring quote for the restoration of the Hall floor came in at £4,262 + VAT. Other options are being pursued. Action: Hilary/Donna</p> <p>Helen has kindly offered to quote for making the replacement blinds with fire retardant fabric and with blackout lining and will provide some sample fabric. Action: Helen</p> <p>A quote has been obtained from WMS about what they could do to the kitchen and some of the repainting required. Their quote is approx. £4,400 + VAT. A second quote from the other contractor is £5,560 (both quotes are included in the overall sums quoted for the roof)</p> <p>- the storeroom floor is in poor condition. Action: Tim & Simon to assess suitable remedial action</p> <p>- flood incident and drains: the Hall's insurers have been informed about the flooding on 13th/14th and 29th November. At this time no claim is being made but the fire doors are being monitored as they dry out. The new drain covers are now installed, and the road should be open again by the weekend. Dye testing on the 'kitchen' end of the hall confirmed that this water does join the combined system at the point of the new drain cover. SWW will need to remap the area to include the hall and this is something that ought to be followed up. SWW has advised that the cover in the entrance hall be lifted, and repairs undertaken. The cover needs to be replaced with a new sealed version to allow ongoing access. Action: Hilary and Elly to follow up with Kirkham Board.</p>	<p>EF</p> <p>HT/DD</p> <p>HI</p> <p>SB/TC</p> <p>HT/EF</p>
<p>5.</p>	<p>Treasurer's Report</p> <p>- Fiona reported the excellent result of £1,700 raised from the Christmas fair. Action: Simon to thank Gillie James and Jan Sayer for their donations</p> <p>- Cash at bank is approx.£23k. Known costs to be incurred include the bat surveys, planning permission fees and CIO legal fees. Fiona undertook to analyse the allocation of cash and the amount available to be spent on refurbishment after allowing for known costs to be incurred and necessary running costs. Action: Fiona</p> <p>- finance policy: Fiona had tabled a draft policy for consideration. This was discussed and certain amendments suggested. Action: Fiona</p> <p>- the draft trustees' annual report was approved, and Hilary was instructed to file the annual return with the Charity Commission. Action: Hilary</p>	<p>SB</p> <p>FK</p> <p>FK</p> <p>HT</p>
<p>6.</p>	<p>Events</p> <p>- Christmas Fair – Overall, it was agreed that the event was a huge success. Bronwen has followed up with stallholders having supplied them with a detailed questionnaire and believes that the set-up times could be adjusted to make for a more stream-lined process. The general timing of the fair was felt to be good. It was suggested that there could be more raffle prizes in future and perhaps a second-hand toy stall.</p> <p>- Bronwen suggested that a volunteer be identified to be the</p>	

	<p>custodian/curator of photos of hall and community events – c/f</p> <ul style="list-style-type: none"> - future event ideas – Bronwen had circulated a list of event ideas that could be pursued. There was a limited discussion about the various ideas. Both the list and the assessment tool will be discussed in more detail at the next meeting when dates will be agreed for the annual events run buy the Hall. 	
7.	<p>CIO conversion</p> <ul style="list-style-type: none"> - The minutes of the public meeting to consider the CIO conversion and the AGM were approved. - The trustees had considered the events of the public meeting and remain of the view that it is in the best interests of the charity to become a charitable incorporated organisation. A formal resolution to approve the decision to become a CIO was put to the members and approved unanimously. - Hilary was authorised to apply to the Charity Commission to register a CIO with the constitution that has been approved by the trustees, and thereafter to instruct Tozers to assist with the process. Action: Hilary 	HT
8.	<p>AOB</p> <ul style="list-style-type: none"> - Asset register: Fiona plans to create an asset register and asked for any input that exists - It was suggested that a survey of what the parishioners want from the Hall be conducted early in 2026. Action: Hilary to prepare a draft - Renewal of Devon Communities Together membership at £50 was approved. Action: Hilary 	HT HT
9.	DONM – Tuesday 20 th January @ 7pm	