Cornworthy Village Hall – Committee Meeting

Village Hall, 27th October 2026, 7.00pm

Present: Committee (Trustees) and co-opted members

Simon Baker	Trustee - Chair	SB
Fiona Kidd	Trustee - Treasurer	FK
Hilary Tuppen	Trustee - Secretary	HT
David Bailey	Trustee (CPC)	DB
Tim Carter	Trustee (Table Tennis Club)	TC
Helen Isitt	Trustee (Cornworthy Cinema Club)	HI
Kit Noble	Trustee (Wild About Cornworthy)	KN
Donna Devaney	Co-opted member: Facilities & Maintenance	DD
Bronwen Thompson	Events Coordinator	BT
Rebecca Holderness	100 Club	RH

Apologies:

Elly Finn	Co-opted member: Hall refurbishment	EF
Peter Fowler	Booking Secretary	PF

ITEM	MINUTE	ACTION
1.	**Welcome** from the Chair – and apologies noted.	
2.	**Minutes** of the last meeting (9th September 2026) – minutes agreed as a true record and signed by SB	
3.	**Matters Arising** - CIO conversion: The CIO has not yet been registered for VAT. Action: Fiona/Hilary - Chairman's letter with general update (incl. survey results and list of future events) will await until CIO conversion is implemented. c/f - The notice for the AGM (17th November at 6.30pm) was discussed, amendments agreed and approved. - 100+ Club: Rebecca reported that 114 tickets have been sold, raising £855 for Hall funds and £855 for prize monies. The draws for September, October and November will be made at the next CPC meeting on 16th November with the Christmas draw to be made at the Christmas Fair. - The proposed Hall hire rates, and membership fees, were discussed and approved.	FK/HT HT

4.	**Treasurer's Report** - Fiona tabled draft accounts for the year to 31st August 2026. She plans to present "flash" figures from these at the AGM. Roger Little has been asked to examine and if appropriate approve the accounts before the AGM. A sub-committee comprising Simon, Hilary and Fiona, was authorised to approve the accounts once they have been examined and approved by Roger. Action: Fiona -Cash at bank and in hand is approx. £18k (after paying for the roof repairs and associated fees and for the new curtains/blinds). - The budget for 2026/2027 – c/f Action: Fiona - The request for certain gift aid forms is still outstanding – Action: Fiona to circulate a list	FK FK FK
5.	**Hall Upgrade Report:** **- Maintenance programme:** Donna, Elly and Steve Hunt have discussed the most appropriate way to manage hall maintenance issues, ranging across responsive repairs, planned works and cyclical repairs/maintenance. Subject to committee approval, they propose the following arrangement: Donna is happy to do the routine maintenance checks on the Hall as part of her H&S weekly routine (and as the person who is currently the point of contact for Hall access for any hall bookings for private events, checking all is well before and after events). Steve H has agreed that if Donna does this, he is happy to be "go to" for any routine and minor maintenance and repairs. He does not want to be the official maintenance man checking the Hall every week, etc., and having various people contacting him directly about Hall maintenance issues. Donna and Steve will work together to agree "planned maintenance" on a regular basis, as well as any responsive repairs as they occur and liaise with Elly regarding any larger building works, and report to the committee regularly and request authorisation for any significant expenditure. Obviously if any tasks require additional help, they will request the support of other volunteers. This arrangement was wholeheartedly supported by the committee, with grateful thanks extended to Donna, Steve and Elly for assuming these responsibilities. Several points were noted in this context: - there needs to be careful consideration about the balance between using volunteer labour and paying for repairs if appropriate; - it was suggested that a notice be posted in the Hall inviting anyone spotting the need for a repair to contact Donna in the first instance - regular Hall users should be advised of the new arrangement and allocation of responsibilities - the window frame repairs, internal drain cover and damaged gutter downpipes have been noted on the list for attention. - the ventilation system is not working and needs repairing/servicing. Elly is contacting Kirkham Board in the first instance to see if there is any warranty cover. If necessary, a third-party electrician will be retained to investigate the problem. - **Kirkham Board's report on the main roof replacement** is outstanding. Action: Hilary to chase this. - The replacement curtains/blinds have arrived. A scaffolding tower will be borrowed from Felix Rose to allow for fitting and the mould on the	 <

	ceiling will be addressed at the same time. Action: Helen and Dave to liaise - **Floor**: the refurbishment of the floor is complete, and grateful thanks were formally extended to all the volunteers involved, but especially Steve Hunt ably supported by Heather. The total cost of consumables has yet to be finalised but, subject to refunds for unused stock, should amount to between approximately £1,500- £1,700. This compares to the commercial quote provided of £4,300 (+ VAT). It was noted that the volunteers had undertaken a lot of additional repairs and repainting, as well as a thorough spring clean, over and above refurbishing the floor itself, so huge thanks were acknowledged as due to all involved. Given the need to protect the "new" floor from unnecessary damage, it was suggested that new wheels be purchased for the table tennis tables (if necessary) and all chairs should have intact rubber/plastic caps on each leg. Action: Donna and Fiona will liaise on what is required.	HI/DB DD/FK
6.	**Events** - **Apple Day feedback –** Bronwen had complied and circulated a feedback report, and additional comments were provided by the committee. Helen offered to repair the storage bags for the CPC marquee and will liaise with Paul about this. It was agreed that a risk assessment should be conducted for any future event Action: Hilary to liaise with Grahame and Sue to capture their feedback - **7th November quiz bingo/chili evening** - as only 24 tickets had been sold to date, it was agreed that the event should be postponed until early 2027. Bronwen will attend to the necessary arrangements, and a revised date will be discussed at the next meeting. - **28th November Christmas Fair** – similar format as usual and Bronwen is in contact with the 10 stall holders secured. It was agreed that the event should run from 2pm – 4.30pm, and given that mulled wine will be sold, a TEN licence will be required. Kit will cost out the mulled wine to determine the sale price. It was agreed that photos of events through the year should be projected on the wall as happened in previous years. A plea was extended for second hand children's toys to be donated to Georgie. Simon volunteered to investigate new decorative lights, as several strings have stopped working/fused. It was agreed that set-up will take place at 10am on 27th November.	HT
8.	**AOB** - Hall cleaning: Helen volunteered to undertake cleaning as necessary whilst Elise is at university, and Elise will do the cleaning during her vacations. Donna and Helen will liaise over arrangements for ensuring necessary cleaning supplies, etc. are kept in stock. - village calendar: the 100 calendars printed have nearly sold out (3 left) and it was agreed that it was not worth doing an additional print run. - the idea of a quarterly or 4 monthly flyer advertising all village events was supported. Action: Hilary to liaise with relevant village organisations - Hilary noted that following Jilly Reid's resignation, the PCC has yet to nominate a replacement. Action: Hilary to chase Caroline Hunt/ Mike Hasler	

9.	DONM – Tuesday 17th November after the AGM (@ approx.7.30pm)	