

**Corfe Village Hall Committee Meeting Minutes**  
**Thursday 12th February, 7pm**

**1. Roll Call & Declaration of Conflict of Interest**

- a) Attendees (alphabetical): Emma Bowers, Chris Brown, Olivia Budge, Nigel Furniss, Keith Gosling, Pip Hollins (part), Rob Hudson.
- b) Apologies: Yvonne Cunnington,
- c) Declaration of Interest as logged on 'Register of Interest' in Conflict of Interest Policy:
  - Chris Brown as Councillor on Corfe Parish Council
  - Keith Gosling as Corfe Community Trust Clerk
- d) Minutes of 18<sup>th</sup> December meeting were signed by KG + EB (as acting co-chairs).

**2. Policies & Governance**

- a) Secure Information Store : **OVERDUE ACTION : [YC] to ask Andy re. alternatives to Proton Drive.**
- b) Confidentiality: RH reported to Cttee that due to GDPR we cannot openly post the historical photos that contain people on the village website without the permission of individuals. Based on this legislation, the VHC will continue to scan the files for historical preservation but will save them on the internal secure repository (open action item 2a).
- c) Cttee Members requiring independent email addresses: **OVERDUE ACTION [NF,OB,YC] to register village hall email address, RH has sent instructions.**
- d) AV Hire Policy: Committee agreed that there will not be a hire charge for renting the AV equipment, however an 'AV Hire User Agreement' will need to be signed by the user, which will cover the VH for damages. Document might include cost of replacement parts, but that will be determined once replacement costs are known. **OPEN ACTION: [RH] to advise asap on AV equipment replacement costs and final policy prepared.**
- e) Annual Policy Review : Committee reviewed all eleven policies that were first implemented in Feb 2025. All policies renewed, with only minor changes. Latest versions available on website.

**3. Bookings**

- a) Chris Brown updated the committee that private hire bookings continue to be good for January & February, with several private hire parties most weekends.
- b) Pizza 'rota' cover: 6<sup>th</sup> March - Chris ; 3<sup>rd</sup> April – Keith & Yvonne C, 1<sup>st</sup> May - Emma

**4. Finances & 100 Club**

- a) Financial year is YE 31<sup>st</sup> March.
- b) No notable remarks on financials, apart from still no bill received from EDF despite raising complaints and escalating to EDF CEO. Resolution expected 20/2.
- c) 100 Club Income is almost collected. 2026 participants is 191 ticket holders, vs 184 in 2025. Awards will be increased to 4 prizes per draw (£60, £45, £30, £30). See below for draw results.

**5. Hall Investments**

- a) Outside Shed
  - i. **OPEN ACTION [NF] to connect power at a later date.**
  - ii. **OPEN ACTION [NF] path / paving slabs connect main patio at a later date.**
- b) Solar. Confirmation that retrospective Planning has been granted. No further action needed.
  - i. **OVERDUE ACTION [PH] Check solar usage in online SunGift App.**
  - ii. **OPEN ACTION [KG] EDF billing.**

c) Audio Visual

- i. **OVERDUE ACTION [EB + RH] to complete AV Hire Policy once replacement costs known, edit to allow for a 24 hr review if items aren't working following a hire.**
- ii. **OVERDUE ACTION [PH] Test AV User Guide asap.**

6. **Maintenance**

- a. **OPEN ACTION [NF]: benches preservative & plastic feet – weather permitting**
- b. **OPEN ACTION [RH + NF]: digitisation of old photos - ongoing**
- c. **OVERDUE ACTION [NF]: purchase spare paint of the same colour**
- d. **OPEN ACTION [KG]: coordinate working group to pressure clean & re-sand patio - April'26**
- e. **OVERDUE ACTION [CB]: coordinate working group asap to clean parquet floor (quarterly)**
- f. **NEW ACTION [RH]: contact Mount Stevens to repair LED Emergency Light in disabled toilet**

7. **100 Club Draw**

The draw was held shortly after the meeting at the 14/2 café. Congratulations to the winners:

£60 Jeremy Cogswell

£45 Tony Dewhirst

£30 Sophie & Ian Wallis

£30 Steve Whitcombe

8. **AOB**

- a) **INFO** : Access Key Code was changed 1<sup>st</sup> Jan [PH]. All users were notified [KG], will amend every 6 months going forward.
- b) **INFO** : Replacement curtain tracks have been purchased and fitted.
- c) **INFO**: Storeroom racking has been reconfigured to enable a mat winder unit for Short Mat Bowlers club
- d) **INFO** : Six (6) replacement small tables have been purchased using café profits to replace the old white ones that were discoloured and no longer suitable for hall hirer.
- e) Further upgrades to hall security are under ongoing review. NF to propose.
- f) Proposal for Table Tennis equipment / grant application. OB to lead review.
- g) Parking – fence height & proposal behind church – ongoing [KG].
- h) Future Developments / Hall Investment ideas (3 year plan) will be discussed at next meeting.

9. **Next Meeting.** Thursday 16<sup>th</sup> April 7pm