

**MINUTES OF THE MEETING OF THE SAMPFORD COURTENAY VILLAGE HALL
MANAGEMENT COMMITTEE HELD AT THE VILLAGE HALL ON
WEDNESDAY 5 APRIL 2017**

PRESENT: Chairman Anthony Morris, Deborah Taylor-Morris, Marilyn Weeks, Claire Weeks, John Palmer, Ann Palmer, Ralph Squire, Rosemary Lowe, Terry Bullworthy, Nicky Courage

APOLOGIES: Sandra Harper, Tony Harper

It was noted that John Askew has now resigned from the Committee. The Committee wished to thank John for all his time and hard work over the years as Treasurer.

MINUTES of the meeting held on 1 March 2017 agreed and signed

MATTERS ARISING:

3.1 Accident book- new book to be purchased

3.2 Cleaning- it was decided after some discussion that a new cleaning list would be drawn up for the cleaner to work through in priority order. Anything not achieved by the cleaner will then be carried out by members of the committee on a rota basis. Liaise with SH.

3.3 Projector and loop system- nothing to report. Progress of funding to be followed up.

3.4 Heating funding- £950.00 has been allocated from TAP fund. Progress of wind turbine funding to be followed up.

3.5 Hallmark- nothing to report

3.6 Bingo- after much discussion it was decided that due to falling numbers at monthly Bingo evenings, the cash flyer would be raised to £40.00 for the next 2 months in an attempt to attract more players. The success of this will be reviewed at the July meeting. Meanwhile the Easter and Christmas Bingo will remain a permanent fixture, with the possibility of an additional Harvest one.

3.7 Electric Meters- due to the circulation of the new £1.00 coins, there was a discussion about converting the electric meters to accommodate them. It was decided that the changing of the mechanisms would be left until September (October being the point at which the old £1.00 coin goes out of circulation). The cost per meter will be £15.00. In the meantime, signs will be put on the meters advising that they only take the old £1.00.

3.8 Risk assessment- Thanks was expressed to JP and AP for carrying out the Risk assessment and producing the document which was discussed and amended where necessary. The following actions were noted.

The status of the cleaner (employed or self employed) is to be investigated.

Storage provision to be added to next month's agenda as separate item.

Dishwasher cupboard door to be repaired.

Kitchen cupboard doors to be labeled with contents. Mouse trap required in bar area.

Heap of stone to be removed from site.

Temporary sign to be displayed to direct disabled visitors to door with ramp until level is raised on new front door.

Ongoing work to electrical wiring in kitchen to be completed.

PAT testing now due.

3.9 Picture displays- the Church Room displays have been assessed and it has been decided that for now it would be better to leave them where they are, as they could prove to be a safety hazard

SECRETARY'S REPORT – A letter had been received from the Houses of Parliament regarding UK Parliament Week. It was decided that no further action need be taken.

A thank you message has been sent to the Red Lion for the Curry and Quiz night.

TREASURER'S REPORT –

Receipts – March Whist £27.79, Tap dance £30.00, Table Tennis £24.00, Ladies of Laughter £307.01, Raffle £61.00, March Bingo £24.00, SCPC £93.00, April whist £33.88

Expenses- loan repayment £60.00, EDF £34.00, SWW £28.36, cleaner £20.00, rates £14.28

A direct debit will be set up to pay the business rates monthly (£104.28pa)

Monthly direct debit for electricity is to be reduced to £18.00 with effect from May 2017.

Bank balance £4266.00.

Awaiting invoice for drainage (£2028.00 incl. VAT)

Bank signing mandate to be updated. NC to replace JA as signatory.

Maintenance and Improvements- Broken toilet seat in ladies to be repaired.

1 light bulb in lobby to be replaced.

Events and Lettings-

Summer Ball- a minimum of 60 tickets need to be sold by 3/5/17 to make event viable. Sub committee still to meet to discuss event.

Chairman to be interviewed about the event for a marketing article.

Trevor to cut grass prior to Ball.

Big Breakfast- more tickets need to be sold in advance if possible to help with purchasing breakfast items

Hall hired for the Election 4/5/17- table tennis that day will need to be set up at far end of hall to enable disabled access via ladies toilet lobby

Car boot/Dog show 6/5/17 requires helpers on the day and donations of scones for cream teas.

Quiz & Puddings night- puddings & help required.

Refurbishment- Drainage and soakaways completed. Still to be completed is the guttering, removal of the old stones, tidying outside, re-seeding the grass and spraying weed killer where necessary (avoiding Dog show weekend).

David McClements to be asked if painting outside can be done before 30/6/17, if not possible, could someone be tasked with at least painting the doors.

Any other business – AP to borrow 3 tables for the Oliver production after 12/4/17

The invoice for advertising in Roundabout has been sent to the Chairman. All future invoices are to be sent to the Treasurer.

Date of Next Meeting- Wednesday 3 May 2017