

**MINUTES OF THE MEETING OF THE SAMPFORD COURTENAY VILLAGE HALL  
MANAGEMENT COMMITTEE HELD AT THE VILLAGE HALL ON  
WEDNESDAY 7<sup>th</sup> JUNE 2017**

<p><b>PRESENT:</b> Chairman Anthony Morris, Deborah Taylor Morris, Marilyn Weeks, Ann Palmer, Ralph Squire, Nicky Courage, Sandra Harper, Tony Harper, Terry Bullworthy</p> <p><b>APOLOGIES:</b> Claire Weeks, Melanie Grounds, John Palmer, Rosemary Lowe, Bob Tucker, Joy Tucker</p>	
<p><b>MINUTES</b> of the meeting held on 3rd May 2017 agreed and signed</p>	
<p><b>MATTERS ARISING:</b></p> <p>3.1 <b>Accident book-</b> was reviewed and there was nothing to report</p> <p>3.2 <b>Painting of the exterior of the hall-</b> DM is buying the paint. He will prioritise doors, windows, then higher work eg facias. Advertising boards will be put up asking for volunteers to help.</p> <p>3.3 <b>Fire extinguisher inspection-</b> has been done. Fire exit signs have been put up by relevant exits. The fire extinguisher in the kitchen will be fitted to the wall. Fire safety training was discussed and it was decided that AM would do the online fire training course and then pass on the information to the rest of the committee.</p> <p>3.4 <b>Cleaning rota-</b> a new cleaning checklist has been drawn up, which will be explained to the cleaner. The cleaner will work through this in priority order, anything remaining will be covered by the VHMC cleaning rota. This has been updated, but may be revised if other members are willing to join the rota.</p>	<p>JP</p> <p>AM</p>
<p><b>SECRETARY'S REPORT</b> – nothing to report</p>	
<p><b>TREASURER'S REPORT</b> –</p> <p><b>Receipts</b> – Ball tickets £784.00, donation Big Breakfast £20.00, Dog show £490.65, May bingo £58.81, quiz and puddings £447.37, tap dance £24, table tennis £33.00, wind turbine £1250.00, local election £150.00, WI £20.00, sale of window sill £80.00, donation Ball £20.00.</p> <p><b>Expenses-</b> EDF (May and June) £36.00, loan £60.00, Argos fire £104.27, rates £13.00, T Davey £150.00, cleaning June (20.00), licence for Ball £21.00.</p> <p>The balance of the current a/c is £6409.33.</p> <p>Receipts for the Ball now totals £1092.00 (39 tickets), plus a donation of £20.00.</p> <p>A letter is required to thank SCPC for arranging the wind turbine funding.</p> <p>EDF have notified that their prices will be increasing.</p>	<p>NC</p>

<p><b>Maintenance and Improvements-</b> it was noted that some of the roof tiles have slipped and require attention. There is still a problem with chairs not being stacked correctly and therefore causing damage to the legs. A poster will be put up to encourage users of the hall to stack chairs correctly.</p>	TH
<p><b>Events and Lettings-</b></p> <p>Forward bookings include 2 weddings for 2018, Election, tap dance, bingo, Parish council, a private event on 24/6/17, Summer Ball 30/6/17 and Flower club.</p> <p>Hatherleigh Players have asked to stage their Murder Mystery evening on 16/7/17. It was decided that due to a lack of helpers on that date we would ask if they could do the Friday or Saturday of the same weekend.</p> <p>Open gardens 25/6/17- SH needs a list of volunteers to help. Signs to be put up on roads to advertise event.</p> <p>TB asked whether any of the advertising we had done recently (OKE links, Roundabout) had generated extra bookings. It is felt that at present the answer is no. He also reported that for a reasonable cost waterproof, re-usable signs could be ordered which may be useful for some of our more regular events. Details will be passed to AM.</p> <p>Summer Ball- 71 tickets are now sold, only 9 remaining to sell. SH will plant up pot for doorstep and ask RL if she would make a pedestal floral display for the hall.</p> <p>The Ball decorations will start to be put up on Sunday 25/6/17 and be completed on Thursday 29/6/17.</p> <p>The hall will be cleaned during the week leading up to the Ball.</p> <p>On the night there will only be parking in the car park for disabled guests and deliveries. Signs will need to be erected to highlight alternative parking.</p> <p>There will be a raffle at the Ball (AP to sell tickets) for a Summer Hamper. Donations of items for the hamper to SH.</p> <p>The sub committee will arrange to meet once more to discuss final arrangements.</p> <p>Produce Show- SH will be handing over the running of the show to Marion and Bill Pratt this year. She will assist them this year but would also ask for extra volunteers to help.</p> <p>Events for the Autumn will need to be organised straight after the Ball, including a quiz and puddings evening in November. It was suggested an outdoor event with Bondleigh Barn Band, strawberries and Pimms, might go down well.</p>	<p>DTM</p> <p>SH/JP</p> <p>TB/AM</p> <p>SH/RL</p> <p>MW/ CW/ DTM</p> <p>SH/TH</p> <p>AP/SH</p> <p>DTM</p> <p>SH</p>
<p><b>Refurbishment-</b> nothing to report</p>	
<p><b>Any other business-</b> the shed will not be moved before the Ball. RS is happy to carry on looking after the chairs until the shed has been moved.</p> <p>Ask RL for progress report on calender.</p>	
<p><b>Date of Next Meeting-</b> Wednesday 5<sup>th</sup> July 2017</p>	