

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

PRESENT: Chairman Anthony Morris, Deborah Taylor Morris, Marilyn Weeks, Ralph Squire, Nicky Courage, Sandra Harper, Tony Harper

APOLOGIES: Claire Weeks, Melanie Grounds, John Palmer, Ann Palmer, Rosemary Lowe, Bob Tucker, Joy Tucker, Terry Bullworthy

MINUTES of the meeting held on 7th June 2017 agreed and signed

MATTERS ARISING:

3.1 Accident book- was reviewed and there were 2 accidents recorded. No further action was required.

3.2 Calendar- RL reported that the calendar will be ready for sale at the flower show on 19/8/17. More photos are still required and should be forwarded to lhaynervn@hotmail.co.uk

3.3 Painting of the exterior of the hall- David McClement has completed the painting and a letter of thanks is to be sent to him and his helpers.

3.4 Fire training course- as a goodwill gesture, Argos Fire Protection Ltd, have offered one free online fire training course to the committee which AM will do, then pass all relevant information on to the committee.

3.5 Cleaning- the cleaner and committee have worked to the new cleaning check list and marked as done all areas completed.

3.6 Grand Summer Ball- it was felt that this had been a very successful event, attracting people of all ages and not just from within the village. Oaktree had excelled in the quality and presentation of the food and the service was exceptional. It was decided that "Thank You" letters should be sent to Oaktree along with their final payment, and also the Flower club for the table arrangements, Eleanor at Culverhayes for the flowers, and Alistair Stoneman for running the bar.

SECRETARY'S REPORT – An email has been sent to SCPC thanking them for arranging the wind turbine funding. SCPC are awaiting invoices for the new heaters in order to release the TAP funding. The committee were asked to forward any agenda items for future meetings to NC no later than the weekend before the meeting.

TREASURER'S REPORT –

Receipts – Ball tickets £930.00, General Election £150.00, electric meter £82.00, sale of stone £90.00, tap dance £18.00, June bingo £53.00, Ball draw £118.00, July whist £51.18, Ball bar £403.00.

Expenses- SWW (DD) £18.08, loan repayment £60.00, EDF (July) £18.00, ND rates (July) £13.00, D McClement (decorating materials) £200.92, DTM (vouchers) £40.00, A Voaden (cleaning July) £20.00, Oaktree £2070.00, RS (whist cards) £2.00.

Balance at Bank £7529.51 (does not include payment of £1700.00 to the caterers or payments to do with the Ball bar.

Current figures for the Ball are-
Receipts- £20.00 donation, £118.00 draw, £2022.00 tickets totaling £2160.00.
Expenses- £300.00 deposit to caterers, £21.00 bar licence

The Open Gardens event raised £790.80 which has been paid into the Barclays joint a/c with the Church.

Maintenance and Improvements- there was a discussion about the Britain in Bloom certificates, how and where to arrange them. It was decided to leave putting them up until the heaters have been installed to avoid siting them too closely.
The fire exit in the committee room had been found to have been left open on 2 occasions, with no explanation as to who or why might have done so. Everyone to take care to check this door regularly.
It was decided that now would be the right time to start getting quotes for the completion of the entrance area. The moving of the shed is to be completed by the end of July. AM will require volunteers to help with this. The handwash basin is to be installed in the kitchen once the shed has been moved.
The dishwasher has been repaired and was used to clean glasses after the Ball. There is still a requirement to make alterations to the adjoining cupboards, in order for the outer dishwasher door to be replaced.

Events and lettings-

In addition to the usual regular bookings, there will be an event on 15th July presented by the Hatherleigh Players entitled "Murder on Air".

Everyone was asked to put posters up wherever possible to advertise the event and AM agreed to put the roadside boards up in the absence of JP. SH agreed to print tickets, which DTM will hold for advance sales. Refreshments on the evening will be cheese and wine. RS to ask his neighbour who works at the cheese factory if they are able to supply the cheese. There is sufficient wine remaining from the Ball for this event. Help is required on 15th July at 10.30am to set up.

Friday 10th November 2017 was the date set for the next Quiz and Puddings evening.

It was suggested to see if the Sea Shanties group would be available for an evening of entertainment in October or November.

An event with the Bondleigh Barn Band was suggested, however after some discussion it was felt that it may have to wait until 2018.

Refurbishment- nothing to report

Any other business-

SH asked everyone to water the pots and trough whenever they come to the hall.
It was confirmed that the cutlery had been returned to the Church rooms following the Ball.
It was agreed that the first aid kit should be moved to a more suitable cupboard in the kitchen for ease of access.

Date of Next Meeting- Wednesday 2nd August 2017