

**MINUTES OF THE MEETING OF THE SAMPFORD COURTENAY VILLAGE HALL
MANAGEMENT COMMITTEE HELD AT THE VILLAGE HALL ON
WEDNESDAY 3rd JANUARY 2018**

PRESENT: Chairman Anthony Morris, Ann Palmer, John Palmer, Marilyn Weeks, Tony Harper, Joy Tucker, Bob Tucker, Terry Bullworthy, Nicky Courage

APOLOGIES: Claire Weeks, Ralph Squire, Rosemary Lowe, Deborah Taylor Morris

MINUTES of the meeting held on 6st December 2017 were approved and signed by the chairman

MATTERS ARISING:

3.1 Accident book- nothing to report

3.2 Car park and electric meter cupboard quotes- One quote has been received in relation to the electric meter cupboard and details of it were shared with the committee. JP provided AM with details of another carpenter he would highly recommend to be contacted. AM will also email RL to see whether the kitchen cupboard doors she has previously offered are of a suitable size, now that we have the measurements required. No further quotes have been obtained for the work on the car park. AM will endeavor to obtain all the quotes required by the February meeting.

3.3 Antarctic talk- The Church have kindly agreed to lend their projector. TB will email a PDF of the poster to the committee and asked that everyone could play a part in putting them up. It was noted that the poster distribution list is now out of date, with various people no longer being on the committee, and agreed that it would be brought up to date as soon as possible. TB suggested he produce a list of locations for committee members to initial next to each one they are able to do. For this event, the committee agreed on which posters they would take care of. MW also agreed to email Broadwoodkelly and Bondleigh with the details. The soup and roll refreshments are being organised by SH & NC. MW will check on whether more wine needs to be purchased. There will be no raffle at this event.

3.4 Shufflebones- Posters were distributed to the committee. The bar license has been arranged. The band will play 2 x 45 minute sets with an interval. Their fee will be £150.00 and the committee will also provide a beer to each member. AM will purchase bar drinks and snacks. He will run bar with the help of TH and SH. JP will do the door. MW to ask RS if he would like to run a raffle.

3.5 Summer fete- Due to illness, a date for the 1st working party meeting has yet to be set. TB agreed to check with those involved and arrange a suitable date. He will report back to the committee.

3.6 Thank you event- Deferred to next meeting as SH not present.

3.7 Church room photos- Deferred to next meeting as RS/RL not present.

3.8 Hallmark- It was agreed that we would work towards achieving Hallmark 1 initially. For this, certain requirements need to be met, including a building maintenance record, food safety requirements, and a health and safety poster. It was agreed that MW would contact Martin Rich, our Hallmark contact, to clarify exactly what is required.

SECRETARY'S REPORT –

An email had been received on 6/12/17 from SCPC clerk attaching a Rural Opportunities Bulletin which highlighted a selection of current funding, consultation and other opportunities. AM will take a look and see if there are any opportunities relevant to the village hall.

TREASURER'S REPORT –

Receipts- Hire (Honeychurch quiz) £15.00, whist (December) £43.00, table tennis £12.00, Christmas quiz £46.00, electric meters £91.00, tap dance £12.00, hire (Eastern links) £12.00, Christmas bingo £461.11.

Expenses- SWW £11.07, loan repayment (December) £60.00, W.J. Morris & son (supply & install kitchen heater), rates (January) £11.00 (this is the final payment of the rates, a total of £104.28 has been paid), cleaning

(January) £20.00.

The current bank balance is £6904.80.

An invite to apply for discretionary rate relief has been received from WDBC. The forms will be completed and returned to WDBC.

It is not possible to operate the bank account currently held online. However, once the account signatories have been changed, there is an alternative online account the funds can be transferred to.

MAINTENANCE AND IMPROVEMENTS-

TH has put up a new toilet roll holder in the disabled toilet and continues his ongoing maintenance of the tables. There was discussion about the completion of the guttering. AM will speak to D Chapman to see if he is now able to complete the guttering. Failing that, someone else will need to be asked to complete the job. TB noted that the guttering at the front of the building is hanging down and needs removing. He will ask D McClement if he would be able to take it down.

EVENTS AND LETTINGS-

SCPC are moving their monthly meeting to the 1st Tuesday of the month. AM expressed his concern that in so doing, the Village Hall committee meeting the next evening may not be able to respond quickly enough to anything that might affect us, as minutes from SCPC meeting would not be available until after the meeting. Therefore, the earliest opportunity for the Village Hall committee to discuss any issues would be at their next meeting a month later, and in the meantime SCPC would have had another meeting.

In addition to the regular bookings, there are also bookings for a wedding on 7/7/18, a local history talk on 15/5/18, skittles on 27/1/18, a cycling club event on 29/4/18, private hire 18/2/18 and 24/2/18. The Dog Show will take place on 5/5/18 and the Big Breakfast on 24/3/18.

It was felt that the enthusiasm for the skittles evenings was dwindling and suggestions were made on how to improve it, for instance maybe inviting other villages to take part.

MW had spoken to the folk duo Cosgrave and Banks who had provided their terms and availability. MW will clarify their rates and suggest a Friday/Saturday date either at the end of June or in the first 2 weeks of July.

NC mentioned that Diving for Pearls, a rhythm and blues band, are willing to play at some point during the year. If Cosgrave and Banks are unable to do the summer dates suggested, we will ask Diving for Pearls if they are able to.

ANY OTHER BUSINESS-

A risk assessment needs to be completed in January. BT offered to do this. AP will email the policy and list to him. He will report back to the committee at the next meeting.

TB has started making an inventory of kitchen equipment. He has noted that there is a lot of odd and old cutlery that really should be replaced. He will research prices for replacing it and report back to the committee.

It was agreed that there was no point in trying to move the shed until the weather improves.

AP suggested that the committee should not always rely on the list of helpers to maintain the hall, and that sometimes it may be more appropriate to pay someone to do the work required.

The annual meal is being held on 24th January at the New Inn, 7pm for 7.30pm.

Date of Next Meeting- Wednesday 7th February 2018