

**MINUTES OF THE MEETING OF THE SAMPFORD COURTENAY VILLAGE HALL  
MANAGEMENT COMMITTEE HELD AT THE VILLAGE HALL ON  
WEDNESDAY 4<sup>th</sup> APRIL 2018**

<p><b>PRESENT:</b> Chairman Anthony Morris, John Palmer, Marilyn Weeks, Terry Bullworthy, Bob Tucker, Joy Tucker, Sandra Harper, Tony Harper, Nicky Courage</p> <p><b>APOLOGIES:</b> Claire Weeks, Ralph Squire, Deborah Taylor Morris, Rosemary Lowe, Ann Palmer</p>	
<p><b>MINUTES</b> of the meeting held on 7<sup>th</sup> March 2018. MW proposed they be approved, NC seconded this and they were signed by the chairman.</p>	
<p><b>MATTERS ARISING:</b> JP and AP attended the Community Matters afternoon tea at Waitrose on 27/3/18 and reported back to the committee that as from the end of April there would be an opportunity to run a charity stall once a month at the Sunday Market in the Charter Hall, Okehampton.</p> <p>SH reported that the scroll has been printed and a frame purchased. A mount is now required to complete it. SH</p> <p><b>3.1 Accident book-</b> Nothing to report.</p> <p><b>3.2 Cupboard quotes-</b> AM presented the 3 quotes he had obtained, and after discussion amongst the committee, MW proposed that the quote from J Blackmore be accepted. SH seconded this. AM will write to J Blackmore accepting the quote. AM</p> <p><b>Car park-</b> AM also presented the 3 quotes he had obtained for the car park. Only 2 quotes included work to the water main, so AM will obtain a costing for this on the 3<sup>rd</sup> quote. Help with funding this project will be required in order to proceed. MW will approach J McInnes to see if there is a possibility of funds from the Locality Budget. AM MW</p> <p><b>3.3 Summer fete-</b> Planning for this event is progressing well. TB and AM attended the last working party meeting and were able to highlight the areas discussed. Most importantly it was noted that as many draw tickets as possible should be sold prior to the event, by way of an insurance policy in case of bad weather on the day. As many helpers as possible will be required on the day of the fete.</p> <p><b>3.4 Hallmark-</b> No progress at present. MW</p> <p><b>3.5 Toilets-</b> Each member of the committee present expressed their opinion regarding the proposal. 2 members who were not present, had emailed their views to the Secretary. The overwhelming feeling was that the problems presented by combining the public toilets and hall toilets, were insurmountable. However, the committee would support all reasonable upgrading of the existing public toilets.</p> <p><b>3.6 Guttering-</b> D Chapman has agreed to replace the required guttering this month (w/c 21/4/18)</p> <p><b>3.7 Heating-</b> It was agreed that the heating in the meeting room was not performing as had been expected. AM reported that the supplier had been provided with all the necessary measurements and details required to make a fair assessment prior to installation. However, the heaters supplied are falling short of satisfactory. AM agreed to go back to supplier to seek improvement of the current situation. AM</p>	
<p><b>SECRETARY'S REPORT –</b></p> <p>SCPC have arranged a First Aid course at the hall on 7/4/18 and there are still places available for anyone wishing to attend.</p> <p>SCPC have forwarded the latest list of Grants available for Parish Projects (277 pages long). NC will forward this to anyone interested.</p> <p>SCPC would like to commission a feasibility study with regard the future of the public toilets. If the Village Hall Management committee are happy for this to go ahead and would like to be involved in the process, they are asked to let SCPC clerk know.</p> <p>A press release from Calor announcing the launch of a £50,000 national grant scheme for rural communities has been received. NC will forward this to anyone interested.</p>	

<p><b>TREASURER'S REPORT –</b></p> <p><b>Receipts-</b> Easter bingo £70.13, Big breakfast £370.61</p> <p><b>Expenses-</b> Reimburse cost of cutlery £299.04, EDF (April) £42.00, cleaning (April) £20.00</p> <p>Business rates this year are increasing to £114.83. As electric consumption has increased, EDF will be increasing the monthly DD. MW has looked into changing the bank account to an online Clubs and Charities account. To be able to action this, every Trustee on the Trust Deed must provide their details and have a credit check. MW will check with CVS and Devon Communities Together for any advice they may have regarding Charity accounts.</p> <p>The current bank balance is £7460.45</p>	MW
<p><b>MAINTENANCE AND IMPROVEMENTS-</b></p> <p>The maintenance log was reviewed. AM has produced new review log sheets. The overflow is still leaking in the ladies toilets. AM will arrange a plumber to fix this. TB has fixed a new sign above the dishwasher requesting it be left open when not in use. New cutlery (80 place settings) has been purchased for the kitchen.</p>	AM
<p><b>EVENTS AND LETTINGS-</b></p> <p>In addition to the usual flower club, tap dance, table tennis, bingo, whist, and Village hall committee meetings, there are also bookings on, 10/4/18 meeting re interior of hall, 21/4/18 Skittles vs Bondleigh, 28/4/18 hire of car park for Church event, 5/5/18 Dog show, 15/5/18 Local history meeting, 22/6/18 Cosgrave and Banks, 7/7/18 private hire.</p> <p>Diving for Pearls are willing to play on 13/10/18, however there are other local events on that weekend which may impact on attendance. Alternative dates will be offered.</p>	NC
<p><b>PUBLICITY REQUIREMENTS-</b></p> <p>Cosgrave and Banks will supply posters which will require over printing. Fliers to be printed which can be handed out at the Fete. JP to put road signs out for Dog show/car boot. MW would like help with refreshments and donations of scones.</p>	TB JP
<p><b>ANY OTHER BUSINESS-</b></p> <p>A reminder that there is a meeting at the hall on 10/4/18 at 7.30pm regarding the interior hall walls.</p> <p>MW asked about the shed. AM advised that it is no longer available.</p> <p>Having checked the current bank account balance, the committee agreed to proceed with the guttering and cupboards, but put the car park on hold for the time being.</p> <p>The committee agreed to keep the 3 iron based tables as they are still useful.</p> <p>AM asked TH to chair the next meeting on 2<sup>nd</sup> May 2018 in his absence.</p>	
<p><b>Date of Next Meeting-</b> Wednesday 2<sup>nd</sup> May 2018</p>	

**Addendum to the minutes of the Village hall management committee meeting held on Wednesday 4<sup>th</sup> April 2018.**

**Any other business-** at the meeting it was decided to proceed with the guttering and cupboards, but put on hold the car park improvements. However after further consideration, it was agreed that it would be more appropriate to put the building of the cupboards on hold, in favour of the car park, as a grant towards the car park has already been received.