

**MINUTES OF THE MEETING OF THE SAMPFORD COURTENAY VILLAGE HALL
MANAGEMENT COMMITTEE HELD AT THE VILLAGE HALL ON
WEDNESDAY 7th NOVEMBER 2018**

<p>PRESENT: Anthony Morris, John Palmer, Ann Palmer, Marilyn Weeks, Rosemary Lowe, Nicky Courage, Bob Tucker, Joy Tucker, Ralph Squire</p> <p>APOLOGIES: Claire Weeks, Terry Bullworthy, Tony Harper, Sandra Harper, Deborah Taylor Morris</p>	
<p>MINUTES of the meeting held on 3rd October 2018 were approved. MW proposed and RS seconded they be approved and signed by AM.</p>	
<p>MATTERS ARISING: AP has taken a look at the Health and Safety Poster and found it only to be relevant to salaried employees.</p> <p>3.1 Accident book- Nothing to report.</p> <p>3.2 Hallmark- The assessment will take place on 22/11/18. AM, DTM, MW and NC will be present. A meeting prior to the assessment, will check that all necessary documents are available for Hallmark 1. It is felt that at this present time we are not ready for Hallmark 2, but will take the opportunity of discussing with the assessors the necessary requirements. JT requested that if more signs are required to achieve Hallmark 2, that they have the correct, friendly tone. It was suggested that cleaning products should be locked away out of children’s reach, rather than identify them with a sign. Revised date to be set for the pre-assessment meeting.</p> <p>3.3 Committee room heating update- The heating supplier is suggesting upgrading the heaters to provide more output, however this would be at an additional cost to the Village Hall. After much discussion, where it was noted that the heating scheme was initially intended to be low energy, and supposing the original data provided to the company was correct, it was felt that what had resulted was far from satisfactory. Various options to rectify the situation were considered and finally JP proposed and MW seconded the idea that we should go back to the Company, highlighting our dissatisfaction, but accepting that extra heaters will need to be added (at an extra cost to the Village Hall) in order to improve the temperature in the meeting room. In return we will insist that a representative from their Company pay a site visit, so that they are totally aware of the requirements, before we commit to any additional costs. A letter to AM expressing the committees dissatisfaction will be forwarded by AM to the Company, requesting the required action.</p> <p>3.4 Cleaning- The 1st standing order payment has been made to the cleaner. SH & TH will clean in November. All cleaners must fill in the cleaning sheets, to show what they have done.</p> <p>3.5 AGM- Prior to the AGM in December, the roles of the committee members were reviewed. Anyone wanting to alter their role should advise the committee before the AGM. MW has prepared the end of year accounts and sent them for audit. Letters to be sent to the 6 organisations who have representatives on the committee. AGM must be advertised. Advert to be placed on village website, in Roundabout and on village notice boards.</p>	<p>MW AM DTM NC</p> <p>NC, AM</p> <p>SH, TH</p> <p>NC</p>

SECRETARY'S REPORT- Nothing to report

TREASURER'S REPORT –

MW asked for the committees approval to pay the invoices for the 2nd half of grass cutting (150.00) and D Chapman (677.42). Approval was given. The cost of grass cutting will not increase in 2019.

Receipts- Diving for Pearls £434.40, October whist £40.00, private hire £249.00, tap dance £24.00, table tennis £24.00, yoga £24.00, electric meters £39.00, Investing in Devon grant £1000.00, October bingo £29.00, Tedburn choir £497.05

Expenses- Tarmac area for disabled entrance and renew water main £7584.00, EDF energy £45.00, loan repayment (Oct) £60.00, Cleaning (Oct) £20.00, Tedburn choir £75.00, Insurance renewal £924.88, 2nd half grass cutting £150.00, Mr D Chapman (complete cladding and guttering to extension etc) £677.42

Bank account balance £2444.98

It was agreed that MW will place a “Thank You” in Roundabout for the grant received from the Investing in Devon fund towards the disabled access.

AM has instructed the carpenter to proceed with the electric cupboard now that the D Chapman invoice has been paid.

MAINTENANCE AND IMPROVEMENTS-

There were no new entries in the maintenance log.
It was noted that the roof has started leaking in places and requires attention.

EVENTS AND LETTINGS-

The committee thanked JP for organising the very successful evening with the Tedburn St Mary choir. Thanks also to all those who helped on the night.

In addition to the usual regular events, there will also be Quiz and Puddings 9/11/18, provisional private hire 23/11/18, Honeychurch Fundraising Quiz 30/11/18, skittles 1/12/18, private hire 14/12/18, Christmas bingo 19/12/18 and Pam Kemp talk on Tibet 19/1/19.

It was agreed that £15.00 hire for the hall for the Honeychurch fundraising quiz is still acceptable.
Events for 2019 were discussed. Amongst various suggestions were a summer BBQ (with perhaps some local food suppliers setting up stalls at the event or some background live music), Exbourne choir, Diving for Pearls (NC will check for available dates in September).
A date was set for the Big Breakfast on Saturday 23/3/19.

NC

PUBLICITY REQUIREMENTS-

JP

Posters for the Pam Kemp talk to be available at the next meeting. Advert for the same will be in the next edition of Oke Links and Roundabout.

ANY OTHER BUSINESS-

AM

MW had been reminded that a tree was to be planted in memory of Marguerite Pye. AM agreed to check Marguerite’s DOB, as it was felt that planting the tree during the winter months was the correct time, but would be more significant if it were on her birthday.

It was noted that the recycling and rubbish had not been cleared from the kitchen after the last event. Also the chairs and staging had not been cleared back to their usual place, and this had had an impact on the tap dancing class, restricting the available space. Due to the restricted space, it had been more noticeable that the state of the worn, uneven floor posed a safety risk, with knots protruding. The class enquired as to whether there were any plans to renew the floor. The committee regrets that with a leaking roof at present, the floor would not be a priority.

MW had received an email from EBIS offering supply of Health and Safety leaflets. AP had taken a look and confirmed they were not relevant to SC Village hall as there are no paid employees.

Date of Next Meeting- Wednesday 5th December 2018