

**MINUTES OF THE MEETING OF THE SAMPFORD COURTENAY VILLAGE HALL  
MANAGEMENT COMMITTEE HELD AT THE VILLAGE HALL ON  
WEDNESDAY 6<sup>th</sup> MARCH 2019**

**PRESENT:** Anthony Morris, John Palmer, Ann Palmer, Marilyn Weeks, Nicky Courage, Bob Tucker, Joy Tucker, Rosemary Lowe

**APOLOGIES:** Claire Weeks, Deborah Taylor Morris, Ralph Squire, Terry Bullworthy, Tony Harper, Sandra Harper

In the absence of S. Harper, AP proposed and BT seconded that MW should chair the meeting

**Minutes** of the meetings held on Wednesday 2<sup>nd</sup> January 2019 and Wednesday 13<sup>th</sup> February 2019 - AP proposed and BT seconded they be approved and signed by MW.

**MATTERS ARISING:**

The tree planting in memory of M. Pye had taken place on Saturday 2<sup>nd</sup> March. NC had received an email from M Pratt following this, expressing the disappointment of several parishioners who would have liked to attend the planting but had been unaware that it was taking place. NC had replied immediately explaining that with only a short space of time between deciding to plant and actually planting the tree, the committee had as far as possible verbally invited people they felt had known Marguerite and advertised the date on the village website. Unfortunately, it was too late to advertise in Roundabout, however a report of the planting will go into the next edition.

**3.1 Accident book-** 1 report - a member of the public had lost their balance while playing table tennis and had toppled backwards, hitting their head. The village hall committee do not need to take any further action.

It was noted that the skittle boards had been stored incorrectly and were blocking a fire exit. This was attended to at the end of the meeting and the skittle boards returned to the storage cupboard.

**3.2 Roof-** AM has spoken to M Hedges again. They discussed putting a tarpaulin on the roof in the interim, however the quote for this would be £1500.00 plus vat. M Hedges is now willing to repair the immediate problem and redecorate the committee room ceiling for £875.00 plus vat and has men available, weather permitting, this coming weekend 9/10 March 2019.

Zurich Insurers have indicated that they would prefer 2 quotes, however if a suitable quote is received they will be happy to go with that. MW will complete the insurance claim form and send it to the insurers with a covering note, highlighting the cost of putting a tarpaulin up.

AP updated the committee on progress with the English Heritage Lottery grant application. She believes there is a good chance that we may be able to secure it.. The agreed course of action was for BT to contact Steve Blakeman with regard drawing up a specification for the roof improvements, and advice on who to contact for an initial roof survey. As we are keen to progress with the application we will make it a requirement that the specification should be produced within two weeks of the survey. Once the specification is received, the committee will obtain 3 quotes for the works. It will probably also be necessary to obtain a bat survey. AP will continue to complete the application whilst awaiting this information.

**3.3 Committee room heating update-** AM proposes to move the 3 ceiling heaters to the walls and then fit 2 more powerful heaters on the ceiling at a cost of approx £1200.00. JP reminded the committee that there is £2500.00 in the SCPCC village hall earmarked fund. AM asked whether SCPCC would be able to secure further funding from Chase Milton for the additional heating. JP will investigate this.

**3.4 Cleaning-** Rosemary and John to do this month

**3.5 Hallmark-** MW has circulated to the committee the email from M Rich confirming that Hallmark 1 has been achieved. A certificate will arrive in due course which can be displayed in the hall. We can now work towards achieving Hallmark 2.

**3.6 Big Breakfast-** There has been a good early response to the event with 43 breakfasts already booked. MW and RL agreed to bring extra toasters and RL will provide a hostess trolley and warming plate. NC will bring an additional small worktop oven to keep things hot. RL suggested a few copies of the menu on the tables for people to look at before ordering may help. NC will organise this and also improve the order slips to make things more streamline. MW, RL, AM, BT, JT & MG to help on the day, arriving from 7.45am. There will be the usual cake raffle

and donations of cakes for this would be welcome.

**SECRETARY'S REPORT-** NC reported earlier that she had received an email from M Pratt regarding the tree planting and the reply given. Also, an email from TB received apologising for his absence and also for any actions that may still be outstanding against him.

**TREASURER'S REPORT –**

**Receipts-** Jan whist £38.60, table tennis £41.01, Tibet talk £272.90, private hire £55.00, yoga £24.00, private hire deposit £50.00, Feb whist £11.50, skittles £83.00, private hire £66.00.

**Expenses-** Plaque £80.00, EDF (Jan, Feb, March) £117.00, loan repayment (Jan, Feb) £120.00, postage and laminate pouches £6.80, cleaning (Jan, Feb) £40.00, printing of whist cards £2.00, SWW £18.96, audit fee £43.86.

Cheque no. 845 for £20.00 now unpaid and out of date.

**Bank account balance £3808.05**

MW passed details of Villages in Action to JP as representative of SCPCC for consideration of their support.

**MAINTENANCE AND IMPROVEMENTS-**

There were no new entries in the maintenance log. However, it was noted that TB had managed to reduce the amount of leakage from the ladies toilet overflow to just the odd drip. AM has cleared out guttering. These jobs should be recorded in the log.

**EVENTS AND LETTINGS-**

JP has offered Jerry Hart 2 dates (29/6 and 27/7). As Open Gardens is on 30/6/19 it was suggested that it would be preferable for the BBQ event to be on 27/7 not 29/6. JP will go back to Jerry and check that this date is ok and also offer the use of a gazebo in the event of inclement weather.

JP

Divng for Pearls are willing to return in the autumn. NC will check dates with them.

NC

Exbourne Community choir are available for booking. RL will make enquiries.

RL

NC has a friend who has been travelling extensively over the last 3 years who would be happy to provide an illustrated talk, at some point, on their road trip around Australia. NC to find a suitable date.

NC

It was suggested that an up to date list of other village events would be useful to avoid any clashes.

**PUBLICITY REQUIREMENTS-**

MW will organise adverts on website and in Roundabout for Easter Bingo (17/4/19), Dog show (4/5/19) and Quiz and Puddings (17/5/19). JP will put road signs up for all of these at the appropriate time.

**ANY OTHER BUSINESS-**

It has been noted that the keysafe combination is not always being scrambled when locking up. Hall users are kindly requested to ensure this is done to make the building safely secured.

The gate paint has been purchased and is now stored in AM's yard. JP will check with M Pratt that the invoice has been paid. Jenny Dennison Smith to be notified that paint is now available to carry out the task.

JP

**Date of Next Meeting-** Wednesday 3/4/19