

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE SAMPFORD COURTENAY
VILLAGE HALL MANAGEMENT COMMITTEE HELD AT THE VILLAGE HALL ON
WEDNESDAY 4 DECEMBER 2019**

PRESENT: Chairman Sandra Harper, Tony Harper, Anthony Morris, Ann Palmer, Marilyn Weeks, Joy Tucker, Bob Tucker, Mike Carpenter, Nicky Courage

MEMBERS OF PUBLIC: None

A minutes silence was observed in remembrance of Ralph Squire

APOLOGIES: Claire Weeks, Deborah Taylor Morris, Rosemary Lowe, Shirley Reddaway

MINUTES OF THE PREVIOUS AGM (5 DECEMBER 2018) - TH proposed the minutes should be approved and signed. This was seconded by BT. SH signed the minutes.

MATTERS ARISING: None.

TRUSTEES' ANNUAL REPORT (Copy attached) : As no issues were raised, AP proposed that the report should be approved. This was seconded by JT.

CHAIRMAN'S REPORT: SH delivered her report as follows.

I must begin by mentioning the sad passing of Ralph, he supported the village hall for many years and will be sadly missed.

Thanks to all the committee and it is with regret that we are losing Ann but I am sure we can still rely on her and John for support. We have welcomed two new members to the committee, Shirley Reddaway representing the PCC and Mike Carpenter, who has already helped us with insurance valuation, maintenance schedule and health and safety policy.

Bingo, twice yearly and whist continues thanks to Deborah, Marilyn, Rosemary and Martin. Quiz with puddings gets more successful each time with delicious puddings provided by the committee. Friendly skittles matches with Bondleigh are enjoyable social events and tap dancing is held weekly.

Lettings at the hall continue to increase as well as the regular bookings of tap dancing, table tennis, yoga, flower club and W.I.

A tree was planted in February in memory of Marguerite Pye and it is growing well.

We all had an enjoyable dinner at the New Inn in February and Malcolm and Karen continue to support our events by displaying posters and selling tickets.

Diving for Pearls have performed twice with great success, the Big Breakfast broke all previous records, thanks to Nicky and Kevin.

The Dog Show was successful as ever, thanks to the Weeks family. The Open Gardens was well attended and profits shared with the Church.

The Produce Show proved fruitful, thanks to all who helped.

The heating in the meeting room has been improved thanks to Anthony and the Parish council. We are enjoying a closer relationship with the Parish council, thanks to Michele and Marion.

We are looking forward to VE celebrations and our second Summer Ball next year.

Once again thanks to everyone for all their hard work which is so much appreciated by the people who participate.

TREASURER'S REPORT: Much of MW's report was contained within the Trustee's Annual Report and therefore not repeated. A copy of the Village Hall accounts (attached) for the period 24 October 2018 to 23 October 2019 were provided for the committee to consider.

ELECTION OF NEW COMMITTEE:

The following representative Trustees are willing to remain on the committee.

Nominations - Shirley Reddaway- SCPCC
Mike Carpenter- SCPC
Marilyn Weeks - Honeychurch PCC
Rosemary Lowe- Flower Club
Sandra Harper-WI

Claire Weeks has advised that she no longer wishes to represent the Young Farmers, but will continue to help at events. In view of this a further letter will be sent to the Young Farmers offering them the opportunity to nominate a new representative on the Village Hall Management Committee.

MC proposed and MW seconded the re-election of all representative Trustees.

The following elected Trustees are willing to remain on the committee.

Nominations - Anthony Morris
Deborah Taylor Morris
Tony Harper
Nicky Courage (wishes to stand down as secretary at next AGM 2020)
Joy Tucker

BT proposed and MW seconded the re-election of all elected Trustees.

ANY OTHER BUSINESS – None

DATE OF NEXT AGM – 2nd December 2020

Sampford Courtenay Village Hall
Registered Charity Number 283279

Trustee's Annual Report for the period 24 October 2018 to 23 October 2019

Aim and Purposes

Sampford Courtenay Village Hall was conveyed by a deed dated 10 December 1952 by Devon County Council held upon trust for the purposes of physical and mental training and recreational and social moral and intellectual development through the medium of reading and recreation rooms library lectures classes recreations and entertainments for the benefit of the inhabitants of the Parish of Sampford Courtenay and its immediate vicinity without distinction of sex or political religious or other opinions.

Objectives and Activities

The Management Committee is charged with the maintenance and control of the Trust premises by means of fund-raising activities and income from the letting of the hall. Typical events throughout the year include monthly whist drives, Christmas and Easter Bingo, concert, dog show and car boot, the annual flower and produce show, quiz evenings, skittles matches, a big breakfast and a wine tasting evening. The hall is regularly let to the parish council for meetings, at which members of the parish can attend, and to private individuals for for wedding receptions, christenings, funeral teas and parties.

A long term objective is the improvement and extension of the hall facilities for the benefit and enjoyment of its users. Large projects have been funded by grants and built up reserves. The refurbishment of the kitchen and committee room is now complete. The slates on the roof, however, have become nail sick and the replacement of the slates on the roof has now become a priority.

Achievements and Performance

The work on the extension, which included an improved kitchen, enlarged committee room, store room, disabled toilet and new entrance lobby has now been completed. Repairs to some slipped slates were carried out and new heaters have been added to the committee room. The repairs to the slates revealed that the nails are nail sick and the roof is a priority for replacement. Work began this year in trying to get the relevant reports and information together to submit an application for a grant to English Heritage.

Financial Review

The accounts have been audited. We began the year with £4197.28
The income from hiring has increased by £479.81 (from £2094.50 to £2574.31). Examining the figures the percentage of the hiring income that comes from private hire (i.e not yoga, table tennis, tap dance, SCPC etc) was 48.6% in 17/18 and increased slightly to 51% in 18/19. A number of weddings have been held at the hall this year and with the continued use of the hall for table tennis, tap dance classes, yoga classes, SCPC and Flower Club there has been a steady income throughout the year.

As predicted, because of the decision to stop the monthly sessions, the income from the bingo decreased. Good attendances at both the Christmas and Easter bingos saw good profits and the decrease was only £46.57. The income received from the whist reduced in the last financial year and we were considering stopping the event, but a local whist drive stopped and ours has benefitted with more attending each month. Thus the income has increased to £374.45 from £268.39.

It is heartening to see regular events (quizzes, dog show and skittles) still bringing in a good income and the Big Breakfast has again proved a very popular event realising a profit of £528.64 an increase of £158 on last year. Thanks must be expressed to Nicky for the hard work involved in getting this event together.

We wish to thank the Flower and Produce Show committee for donating half of the profits generated (£400.40) to the village hall. This is another event, which is always well attended by residents in the parish.

We continue to retain the services of a cleaner, who does 2 hours a month. This together with a rota from committee members helps to keep the hall clean. The cleaner's charges went up in May this year from £10 per hour to £11 per hour.

We haven't held as many music events at the hall this year, but the event that was held, a concert by Diving for Pearls, was very successful.

A new event this year was the wine tasting, which was organised by the parish council chairman Michele Wilson. Profits were split between the village hall and the defibrillator fund. The village hall received £260 from this event and wishes to express their thanks to Michele for organising it. Mr. Chapman completed the work on the extension (cladding etc.) at the end of the last financial year and his invoice came to £677.42, which was paid at the beginning of this financial year. The work on the extension is now complete. However, we are aware that the building does require repairs so there will still be expenditure incurred.

West Devon Borough Council did decide to give us discretionary relief again this year so we did not have to pay a rates bill.

We paid out £472 for electric and receipts from the electric meters covered just over half of this amount (£239). Expenditure on both water and electric went down in this financial year and checking back over the accounts our consumption for both was down this year.

We received a loan from Mr. Squire in 2015 and we have been paying this off in instalments. As at the end of this financial year £2520 of the £3000 loan has been repaid. If we continue paying off £60 per month the final payment should be made next June. We are very grateful to Mr Squire for this loan as the work on the extension did stretch finances. We were all very saddened to hear that he had passed away and we will await instructions from the family as to how they wish us to repay the remaining amount.

The heating in the committee room was improved this year and we wish to express our thanks to the Parish Council who covered the cost of this expenditure.

Another expense this year was £786 to repair some slates on the roof. The slates have become nail sick and the roof is a priority for repair. This is going to be a huge expense and we hope to be able to obtain grants to help cover the cost. If we are unable to secure the Heritage grant that would cover the entire cost we will need to approach other grant providers, which will require match funding so we will need to work hard in the forthcoming year to increase our fund raising especially as other areas requiring expenditure have been highlighted.

We have made a surplus of £2997.62 this year and end the year with £7194.90 in the bank, but we need to bear in mind that we have increased the value of the building for insurance purposes and this has increased the premium to £1608.

Though we have made a surplus this year our income has decreased from £11200 last year to £8430 this year and bearing in mind the roof repair and other areas requiring attention we do

need to increase our efforts to get back to an income figure of £11,000 (or hopefully exceed it) if we are to stand any chance of having the funds to carry out these repairs.

Plans for the future

The trustees intend to continue to provide the usual activities for the benefit of the community. The repair to the roof is a priority and the trustees will endeavour to get an application for a grant submitted to English Heritage whilst continuing to raise funds through events.

Structure, governance and management

The structure, governance and management of the hall is detailed in the Constitution adopted at the AGM in December 2016.

The committee meets on the first Wednesday of each month.

Reference and administrative details

The current contact is Mrs Nicky Courage, Middletown Farmhouse, Sampford Courtenay, Okehampton EX20 2SZ.

Email: nickyvhmc@gmail.com

The charity's bank account is held at Lloyds Bank, Okehampton.