

**MINUTES OF THE MEETING OF THE SAMPFORD COURTENAY VILLAGE HALL  
MANAGEMENT COMMITTEE HELD AT THE VILLAGE HALL ON  
WEDNESDAY 6<sup>th</sup> SEPTEMBER 2017**

**PRESENT:** Tony Harper, Ann Palmer, John Palmer, Terry Bulworthy, Marilyn Weeks, Rosemary Lowe, Bob Tucker, Joy Tucker, Nicky Courage

**APOLOGIES:** Ralph Squire, Deborah Taylor Morris, Anthony Morris, Claire Weeks, Sandra Harper

**MINUTES** of the meeting held on 2<sup>nd</sup> August 2017 were agreed and signed.

**MATTERS ARISING:**

**3.1 Accident book-** this was reviewed and noted that no accidents had been recorded.

**3.2 Heating-** this has now been installed and a request has been made to SCPC to arrange payment of the TAP funding which has previously been agreed. The committee agreed to settle the invoice immediately for the work carried out. It was also agreed that a review should be carried out of all information sent to hirers of the hall, as it was felt that some information was now out of date, and the operating instructions for the new heaters would need to be included. A sub committee of TB, TH, AP/MW & RL was set up to carry out the review. It was suggested that AM should be invited to join the sub committee, as having installed the heaters he was best placed to explain how they work. The sub committee arranged to meet at 10am on Tuesday 26<sup>th</sup> September at the village hall.

**3.3 Mariners Away-** the Mariners away event has been arranged for Saturday 25<sup>th</sup> November. The ticket price will be £8.00 to include supper. (to be discussed at next meeting). SH to organise a licence for the bar. NC to check whether an advert has been placed yet with Roundabout. TB to arrange advert in OKE links and on village website. JT offered to help on the evening.

**3.4 Calendar-** RL advised that 100 copies had been printed and 40 had already been sold at £6.00 each. Posters have been displayed and an advert included in the next edition of Roundabout to promote sales. Committee members were asked to take calendars to sell to friends, family and neighbours. The New Inn, RL and NC are named on advertising as point of sale.

**3.5 Cleaning-** it was reported at the meeting that a new cleaner had been arranged by AM. However, following the meeting, AM received an email from the new cleaner to say that she would not be able to take up the position as her circumstances had now changed. This will now be discussed again in October. It was suggested that cleaning should always be an agenda item, so that a gentle reminder could be given to whoever on the committee was due to clean the hall in the coming month and also to ensure there was an adequate space in time between the cleaner coming and the committee member taking their turn.

**3.6 WDCVS Trustee Workshop** – a volunteer to attend this workshop on 27/9/17 was requested. TB said he would see if he could be available.

**3.7 Grand Summer Fete 2018-** St Andrews PCC have advised that they are in support of a fete being held at Culverhayes in conjunction with the Village Hall Committee similar to the one held in 2016. The only issue that has been raised is whether the proposed date can be changed as a number of the musicians, who played a significant part in 2016, already have a prior engagement on 23 June. SH to check with Culverhayes to see if 16 June would be suitable.

**SECRETARYS REPORT** – the secretary reported that several emails had been received during the past month, but the topics had already been covered in items 3.2 to 3.7 and that there was nothing further to add. The only other noteworthy email received was from Marion Pratt regarding the Flower Show which raised a wonderful £436.72. The Village hall has been chosen as this years charity to receive the proceeds, which the committee agreed was a very generous gesture. A formal thank you will be sent to Marion in response to this.

**TREASURERS REPORT –**

**Receipts** – Waitrose (Community Matters) £240.00, electric meters £18.00, tap dance £12.00, table tennis £35.10, June & August whist £74.40, August bingo £55.31, Flower & Produce show £436.72, hire for party

£45.00, Septemer whist (not included in bank balance) £48.00.

**Expenses-** Cost of calendar £250.00, loan repayment (August) £60.00, WDBC rates (Sept) £11.00, EDF (Sept) £18.00, Devon Communities Together (membership) £50.00, WJ Morris & sons (heating in committee rooms) £2433.60.

We are currently in credit by £3.76 with SWW.

The current bank balance is £4811.67.

There is still an ongoing problem with updating signatories on the bank account. MW continues to address the problem, but may consider changing provider if Lloyds Bank are unable to sort the situation soon.

#### **MAINTENANCE AND IMPROVEMENTS-**

The hand basin in the kitchen has been fitted (although not yet connected) and the hole in the floor at the end of the bar has been repaired. A blue paper towel roll holder needs to be fitted above the hand basin, with a bin provided beneath.

The committee discussed the positioning of the fire extinguisher and fire blanket in the kitchen and agreed on a position between the two doors.

TH continues to work on making the dishwasher door open/shut properly. TB offered to help next time TH is looking at it (TH to call TB).

Heaters- it was suggested that there should be a warning on the heaters that they get hot, to avoid accidents. The heater at the end of the committee room has been fitted to a piece of laminate board, which can be extended down beneath the heater, rather than plasterboarding/skimming. The committee were asked to consider employing a carpenter to do this and also make cupboards to enclose the electric meters. TB proposed this, JP seconded it.

The coin meters have now been changed to accept the new £1.00 coins.

AM has strimmed outside, JP volunteered to rake up the strimmings.

JP raised the point that he & TB had previously organised quotes for the sound/light system and projector screen. It was agreed that the quotes should be refreshed, as a period of time has elapsed since they were originally provided. On receipt of these, JP proposed, TB seconded and the committee agreed, that he would write to SCPC requesting help with funding the supply & installation of the projector screen & sound/light system.

#### **EVENTS AND LETTINGS-**

In addition to the regular bookings, the hall has also been booked for skittles on 30/9/17 and the Mariners Away event on 25/11/17.

Dates were discussed for two future events. It was agreed that the Antarctic speaker should be arranged for January and the band Shufflebones for February.

#### **ANY OTHER BUSINESS-**

TB advised that the advert in Roundabout was due to expire at the end of November. To advertise for another year will cost £108. It was proposed by JP & seconded by TB that we should continue for a further year, and after discussing the pros & cons the committee voted for the advert, in order to maintain our presence in peoples minds.

MW & SH still need to discuss Hallmark.

It was suggested that the kitchen cupboard doors needed labeling with an inventory of their contents, for ease of use. Extra equipment also needs purchasing. This item to be included on Agenda in October.

AM has suggested that "No dogs" signs should be put up in car park, to avoid dogs fouling here while being exercised.

**Date of Next Meeting-** Wednesday 4<sup>th</sup> October 2017