

## **MINUTES OF THE ANNUAL GENERAL MEETING OF THE SAMPFORD COURTENAY VILLAGE HALL MANAGEMENT COMMITTEE HELD AT THE VILLAGE HALL ON WEDNESDAY 6 DECEMBER 2017**

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**PRESENT:** Chairman Anthony Morris, Deborah Taylor Morris, Ann Palmer, Ralph Squire, Marilyn Weeks, Rosemary Lowe, Sandra Harper, Tony Harper, Joy Tucker, Bob Tucker, Terry Bulworthy, John Palmer, Nicky Courage

**MEMBERS OF PUBLIC:** Marion Pratt

**APOLOGIES:** Claire Weeks

**MINUTES OF THE PREVIOUS AGM (7TH DECEMBER 2016)** - MW proposed the minutes should be approved and signed. This was seconded by DTM. AM signed the minutes.

**MATTERS ARISING:** The suggested alteration to the constitution has been made.

**CHAIRMAN'S REPORT:** AM delivered his report.

Last year's report included a number of areas which is covered within the Trustees Annual Report this year. Consequently, this year's Chairman's Report is much shorter than last year's!!

The hall has now had almost 2 years operation since the improvements and construction of the extension. This has resulted in increased number of bookings given the flexibility that the improved hall now offers. There is now a comprehensive users guide, prepared by Terry Bulworthy. This has full instructions and scale drawings of all rooms which will greatly assist hirers and those planning events.

Building wise, this year has seen the installation of the heating to the meeting room - thanks in a large part to the grants obtained by Sampford Courtenay Parish Council from the TAP fund and Chase Milton (the wind turbine company.) We are extremely grateful for the help that the Parish Council has provided. A heater has also been installed in the kitchen. Storm water drainage and soakaway was installed in the spring, there is also now a hand-wash basin in the kitchen. Work to the entrance, disabled parking space and the access ramp is expected to take place in the spring of next year. This work is funded.

Repairs to the roof are required. We are arranging for a survey to assess the extent of the work.

The hall has continued to put on a variety of events, including the very successful quiz and puddings evenings which are going from strength to strength.

Unfortunately, Villages In Action lost council funding in the last 12 – 18 months and this has meant that we could not afford any of the artists / shows they had to offer. However, it is encouraging to note that "Carn to Cove" which is a Cornish organisation linked to VIA is now offering events at discounted rates. We hope to be able to take advantage of this.

The crowning achievement of village hall events this year has to be the Grand Summer Ball which, in spite of some negative comment and nay saying from some quarters, was a huge success. Feedback from those attending was unanimously positive, with many people asking for a repeat in the near future. I would like to thank all members of the committee who worked so hard in ensuring this event was a success. One or two individuals went "above and beyond" – they know who they are. We were especially pleased to see such a cross-section of local people of all ages enjoying themselves so much. This event show-cased the Hall and has resulted in an upsurge of enquiries.

Personnel wise, we were happy to welcome Nicky Courage, Terry Bulworthy and Bob & Joy Tucker on to the committee and sorry to say goodbye to John Askew who has served the committee so well since it was re-formed around the millennium. John's hard work during the early stages both as village hall Treasurer and in his role as Parish Councillor ensured that money was available for the original plans to be drawn up for the improved village hall. (This was extracted after many, many meetings from the coastal and market towns initiative following the foot and mouth epidemic.

Once hot water is provided to the Ladies and Gents toilets the Hall will be in line with requirements for level 2 of "Hallmark" status.

For the first time in many years the village hall is now using the services of a self-employed cleaner once a month which is proving a success and reducing the work load of the volunteer committee members.

If funds can be obtained we are hoping to install a screen and projector arrangement for the meeting room, this would be beneficial for meetings and events such as talks and slide shows. A Broadband or reliable 4G connection would complement this. There is an on-going discussion with the Parish Council to establish the level of provision which could be funded in both the short and medium terms.

I would like to thank all the committee members who have continued in their efforts with the maintenance of the hall and with events.

Also, special thanks, once again to David McClement who carried out the repair and decoration of the external woodwork, although he had some help on occasions, this was essentially a solo effort. Well done David!

**TREASURER'S REPORT:** MW delivered her report.

The accounts have been audited.

We began the year with £3569.01.

The income from hiring was slightly down mainly due to two weddings being held last year. The income from the bingo has also reduced, which is not a huge surprise given the concerns expressed regarding the event mid-year, but it still brought in £718.00 over the year. Alterations have seen the income increase again over the last few months so this event will be monitored.

The big event this year was The Grand Summer Ball, which did bring in the highest receipts of any event. The overall profit on this event was not huge, but the main purpose of the Ball was to show off the village hall following the refurbishment.

With the bustle of the refurbishment coming to a conclusion donations and gift aid are less, but it is heartening to see regular events (produce show, quizzes, whist, dog show and skittles) still bringing in a good income. The Big Breakfast, a new event for this year, raised an excellent £328.00.

The majority of the refurbishment costs have been paid over the previous two years. However, the creation of a new soak-away to the rear of the hall and the installation of heaters in the enlarged meeting room were two big costs this year. We are grateful to the parish council who obtained grants for us, which covered most of the costs involved in installing the heating.

We have had discretionary relief previously, but this year we received a rates bill, which we have been paying by direct debit.

We have acquired a cleaner, who does two hours a month; this alongside members of the committee doing a clean each month has kept the hall looking tidier.

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 £1080.00 of the £3000.00 loan has been repaid.

We have made a surplus this year and end the year with £5637.04. There is still some work to carry out (ie the car park) so whilst the bank balance looks good it has not been considered an appropriate time to put funds in reserve in the fixed term deposit facility with Lloyds Bank.

Overall it has been a good year financially. Objectives have been achieved and we end the year with a healthy bank balance.

**TRUSTEES' ANNUAL REPORT (Copy attached):** TB proposed that the revised report should be approved. This was seconded by AP.

**ELECTION OF NEW COMMITTEE:**

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

**Nominations – Terry Bulworthy - SCPCC  
John Palmer - SCPC  
Marilyn Weeks – Honeychurch PCC  
Claire Weeks – Young Farmers  
Rose Lowe – Flower Club  
WI – no representative**

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

**Nominations - Anthony Morris  
Deborah Taylor Morris  
Sandra Harper  
Tony Harper  
Nicky Courage**

**JP proposed the re-election of all Trustees. MW seconded this.**

**JP proposed that BT and JT be elected Trustees on the committee. MW seconded this.**

**SH proposed that all existing officers remain on the committee. RL seconded this.**

**ANY OTHER BUSINESS - None**

**DATE OF NEXT AGM – 5th December 2018**

Sampfurd Courtenay Village Hall  
Registered Charity No 283279

Trustees' Annual Report for the Period 24 October 2016 to 23 October 2017

### Aim and Purposes

Sampfurd 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 Sampfurd Courtenay and its immediate vicinity without distinction of sex or of 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 during the year include monthly whist drives and bingo sessions, concerts, the annual dog show and car boot, the annual flower and produce show, quiz evenings, skittles matches and an open gardens day (the latter held jointly with the parochial church council). The hall is regularly let to the parish council for meetings, at which members of the parish can attend, and to private individuals for wedding receptions 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 from grants and the building-up of reserves: these include new chairs, improved space heating, heat-saving curtaining and, currently, the refurbishment of the kitchen and the committee room.

### Achievements and Performance

The extension and refurbishment is now almost complete. The new kitchen is a vast improvement and offers much more to users of the hall than the old one did. The new entrance lobby and extended meeting room offers multiple uses (i.e. a meeting can be held in the extended meeting room whilst another activity is being held in the main hall).

The refurbishment hasn't been totally completed yet. This year we created a new soakaway to the rear of the hall and installed much needed heating into the extended committee room.

It is hoped to complete the car park together with disabled access to the new entrance in the new financial year.

We held our Grand Summer Ball this year. The main aim of this event was to show off to those attending the new extension. The event was well attended and the committee received positive feedback following the event.

### Financial Review

The accounts have been audited.

We began the year with £3569.01.

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#### Plans for the Future

The trustees intend to continue to provide the usual activities for the benefit of the community. The new kitchen is spacious and well equipped and is expected to attract an increase in bookings for weddings and private parties. The committee room has been more than doubled in size and will enable us to offer a facility for audio-visual events.

The fabric of the premises requires regular maintenance but surplus income will be put into our fixed-term facility at the bank for further improvements.

#### 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 every 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.

**Approved by the Sampford Courtenay Village Hall Management Committee on**

**Date:**

**Signed by the Chairman:**