

**MINUTES OF THE MEETING OF THE SAMPFORD COURTENAY VILLAGE HALL  
MANAGEMENT COMMITTEE HELD AT THE VILLAGE HALL ON  
WEDNESDAY 7<sup>th</sup> MARCH 2018**

**PRESENT:** Chairman Anthony Morris, Ann Palmer, John Palmer, Marilyn Weeks, Terry Bullworthy, Nicky Courage

**APOLOGIES:** Claire Weeks, Ralph Squire, Deborah Taylor Morris, Sandra Harper, Tony Harper, Bob Tucker, Joy Tucker, Rosemary Lowe

**MINUTES** of the meeting held on 7<sup>th</sup> February 2018. MW proposed they be approved, NC seconded this and they were signed by the chairman.

**MATTERS ARISING:**

**3.1 Accident book-** Nothing to report.

**3.2 Car park and electric meter cupboard quotes-** It has been difficult getting tradesmen to come and quote for these jobs. However, a carpenter will be visiting the hall on 8/3/18 to provide a quote for the electric cupboard, which will then mean there are 2 quotes to consider.

There are currently 2 quotes for the car park. A third quote is still awaited and it was decided that an ultimatum should be given to the tradesman in question. If the quote is still not forthcoming, then the committee will just consider the 2 quotes that are currently held.

**3.3 Summer fete-** TB reported on the progress made so far by the working party. Draw tickets have been produced and are now being distributed for sale. It was suggested that selling in advance of the fete was advantageous in case of poor weather conditions on the day. Banners will be made and double the number of programmes will be produced this time. Enquiries regarding the possibility of a bird display need to be made. RL has had a good response to craft tables. The next meeting of the working party will be on 9/4/18 at Marion Pratt's.

**3.4 Hallmark-** Unfortunately Martin Rich has not yet been contacted.

**3.5 Risk Assessment – Highlighted items actioned in last month –** action has been taken with regard the evidence of mice, and this is still ongoing. A new kettle has been purchased. Labels have been put on the fridge, microwave, and dishwasher doors requesting they be left open when not in use. Despite being laminated, damp has got into the dishwasher label and will need to be reproduced. The fire horn has been repositioned in the kitchen, however the one behind the bar is missing. Items 1 and 7 will be addressed by tradesmen when the car park is refurbished and the meter cupboard built. The outside asbestos is still to be reviewed by BT and AM..

**3.6 Toilets-** JP proposed that a meeting between the Village Hall Management Committee and SCPC should be held to consider his proposal regarding the future of the public toilets. It was agreed that due to the lack of attendance at tonight's meeting, it would be wrong to proceed with this without the majority support of the committee. The topic will remain an agenda item at April's meeting, however if any of the committee are unable to attend this meeting, they are requested to email any opinions they may have to the secretary prior to this. JP will report this back to SCPC.

**3.7 Guttering-** As D Chapman has still not responded to AM's telephone calls, AM will go ahead and order the guttering required, and then arrange someone else to fit it.

**3.8 Big Breakfast-** Posters and road signs are up. Unfortunately, there is no advert in Roundabout, so everyone is asked to spread the word as much as possible, and report back to NC anyone wanting a seat reserved. This will help with the catering. There will be an Easter themed cake raffle and donations of cakes would be appreciated. Following on from February's meeting where TB presented his findings regarding new cutlery, the committee decided to allow TB a budget of around £200.00 to purchase 80 place settings, preferably before the Big Breakfast, otherwise cutlery will need to be borrowed.

**SECRETARY'S REPORT –**

At the request of TB, a new agenda item, Publicity Requirements, has been added to future agendas.

RS is able to attend the meeting on 10/4/18 where a discussion will be held to decide how we envisage the interior of the hall looking in the future and how pictures can be safely stored when not on display.

#### **TREASURER'S REPORT –**

**Receipts-** Private hire £60.00, tap dance £36.00, donation £3.70, electric meters £34.00, bingo (feb) £20.50, table tennis £12.00, private hire £33.00.

**Expenses-** cash to NC for draw books £1.20, Burr ridge printers £30.00, loan repayment (feb) £60.00, SWW £19.03, EDF (mar) £42.00, cleaning (mar) £20.00, loan repayment (mar) £60.00.

The current bank balance is £7380.75

JA has been removed and NC added as signatory on the bank account. MW will now advise bank that we wish to change a/c to a Treasurer's online a/c.

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

The maintenance log was reviewed. As it is still not being properly completed by everyone, it was suggested that there should simply be 3 columns, 1. Date, 2. Details of maintenance carried out, 3. Signed. The folder will be stored in the top drawer of the filing cabinet.

The cistern in the ladies toilet is still dripping, a plumber will be organised.

The entrance door lock has been adjusted and is now working much better. On several occasions the new entrance door has been found unlocked, so it was agreed that a label should be put on the inside of the door with brief instructions on how to effectively lock the door, (ie by lifting the handle upwards before turning the lock).

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

In addition to the usual flower club, tap dance, table tennis, bingo, whist, and Village hall committee meetings, there are also bookings on, 16/3/18 flower show meeting, 20/3/18 SCPC meeting, 21/3/18 Easter bingo, 24/3/18 Big Breakfast, 27/3/18 SCPC Open Meeting, 3/4/18 SCPC meeting, 5/4/18 WI meeting, 10/4/18 meeting re interior of hall, 21/4/18 Skittles vs Bondleigh, 28/4/18 hire of car park for Church event, 5/5/18 Dog show, 22/6/18 Cosgrave and Banks.

Cosgrave and Banks on 22/6/18 at 7.30pm. Ticket price will be £8.00. There will be a bar. Tickets to be printed early April (8 sheets of 8 tickets per sheet). Cosgrave and Banks will supply posters that need overprinting, we will ask for 40 x A4, 5 x A3 and 20 x A5. The small flyers can be handed out at the Summer fete, along with a poster being displayed.

There has been an enquiry regarding the possibility of a yoga class at the hall.

Local band, Diving for Pearls (rhythm and blues) are willing to play at the hall. Offer dates in Sept/Oct.

#### **PUBLICITY REQUIREMENTS-**

Road signs required for Easter Bingo.

Cosgrave and Banks to go in April Roundabout, and May/June Oke Links.

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

JP and AP have volunteered to attend the Community Matters afternoon tea at Waitrose on 27/3/18. A third person may also attend should they wish to.

**Date of Next Meeting-** Wednesday 4th April 2018