

**MINUTES OF THE MEETING OF THE SAMPFORD COURTENAY VILLAGE HALL
MANAGEMENT COMMITTEE HELD AT THE VILLAGE HALL ON
WEDNESDAY 4th JULY 2018**

<p>PRESENT: Sandra Harper, John Palmer, Ann Palmer, Marilyn Weeks, Anthony Morris, Terry Bullworthy, Rosemary Lowe, Nicky Courage, Ralph Squire</p> <p>APOLOGIES: Claire Weeks, Rosemary Lowe, Bob Tucker, Joy Tucker, Deborah Taylor Morris</p>	
<p>MINUTES of the meeting held on 6th June 2018 were approved by the committee and signed by the chairman.</p>	
<p>MATTERS ARISING:</p> <p>RS referred to item 3.2 of the June minutes and expressed his concern that there had been no suitable disabled parking at the fete. It was agreed that at the time of the meeting the statement had been correct, but on the day the disabled parking had fallen short of what was required. Apologies were expressed to RS and anyone else affected, and assured that the matter would be raised at the meeting of the fete committee in due course.</p> <p>JP apologised for not strimming behind the hall. However, thanks were expressed to David and Marilyn Weeks who have now undertaken the task.</p> <p>3.1 Accident book- Nothing to report.</p> <p>3.2 Hallmark- MW apologised for the lack of progress and advised that the list with details would be forwarded to those involved as soon as possible.</p> <p>3.3 Guttering- This has partly been completed. Still awaiting delivery of 6” guttering, which hopefully will be in next couple of days, and will ask Dave McClement if he could fit this. D Chapman has completed his work and we await his invoice.</p> <p>3.4 Committee room heating- no meeting has been held with the supplier yet. AM will try to organise something towards the end of the month.</p> <p>3.5 Tedburn St Mary Community Choir- will perform at the hall on 19 October 2018 at 7.30pm. Ticket price £5.00, to be sold on the door and at the New Inn (subject to asking). SH to organise licence for bar, which will be set up in committee room, as the main hall will be busy with the 45 to 50 strong choir and audience. JP will ask choir to car share where possible to reduce the impact on parking. The choir will be standing, with just a few chairs for those that need one. JP to produce posters, put road signs up and place advert in August/September and October Roundabout and OkeLinks. A few flyers at the Flower and Produce show will increase publicity. The choir will charge a maximum of £75.00 for the evening.</p> <p>3.6 Tarmacing of car park- Everyone should have received the email from AM regarding this. Work starts week commencing 28 August 2018, when there will be least amount of impact to hall users.</p>	<p>MW</p> <p>AM</p> <p>AM</p> <p>SH</p> <p>JP</p>
<p>SECRETARY’S REPORT – An email had been received from Happy Days Cleaning Services offering their services. Their details will be kept on record in case required in the future.</p>	
<p>TREASURER’S REPORT – Receipts- June whist £28.50, tap dance £38.00, table tennis £24.00, yoga £18.00, June bingo £29.00, Cosgrave and Banks £16.00, July whist £41.81</p> <p>Expenses- loan repayment £60.00, SWW £13.44, EDF (June) £59.00, cleaning (July) £20.00, bar stock from fete £71.97, re-imburse cost of Cosgrave and Banks £133.00, grass cutting £150.00</p> <p>Bank account balance £8349.94</p> <p>Unfortunately, due to poor attendance, the Cosgrave and Banks event made a loss. The £1000.00 grant towards the car park work, from J McInnes, has been approved and will be paid on completion of the work.</p>	

MAINTENANCE AND IMPROVEMENTS-

There were no new entries in the maintenance log. TH has been up to the hall on a few occasions, but not noted what he's done. Committee agreed that all work, whether done by committee, volunteers or outside contractors, should be recorded in the log (which is kept in the 2nd drawer down of the filing cabinet). Unfortunately, TH has injured himself and will not be able to do any maintenance for the foreseeable future. The committee wished TH a speedy recovery.

EVENTS AND LETTINGS-

Usual bookings for Whist, Tap, Table Tennis, Parish Council meeting, VH meeting, Flower Club, Yoga and Bingo are in the diary for July and August.

- Private Hire 7 and 8 July
- Produce show workshop 21/7/18
- Possible use of car park 18/8/18
- Private hire 25/8/18
- Diving for Pearls 29/9/18

Pam Kemp who presented her Antarctic talk in January would like to return with another presentation, perhaps a talk on Peru. JP will organise, offering the following dates – 19/1/19, 26/1/19 or 2/2/19.

Tedburn St Mary Community choir- see above

Diving for Pearls- ticket price £8.00. Bar and snacks. NC to put advert in Roundabout/Oke Links. Posters/flyers available for Flower and Produce show. SH to organise bar license.

Possible date for next Quiz and Pudding evening 9/11/18.

JP

NC
SH

PUBLICITY REQUIREMENTS-

JP to put road signs up for Diving for Pearls and Tedburn St Mary Community choir

JP

ANY OTHER BUSINESS-

JP reported that the Parish Council had kindly offered to pay for a consultant specialising in VAT to investigate whether any VAT could be reclaimed from the refurbishment and kitchen extension. After much discussion it was decided that advice would be welcome with regard any future spending. However, it was felt that the funding of the refurbishment had been so complicated it was not sensible to look at it retrospectively. A formal letter will be sent to SCPC thanking them for their offer and accepting any future advice.

AP asked whether a letter had been sent to SCPC regarding the gate. MW will send this.

AP congratulated everyone involved in the Summer Fete for all their effort.

TB noted that the BBQ trolley had suffered at the fete and required some repair work. He will address this.

TB – Ants have a 48-channel lighting desk for sale. TB will make further enquiries.

MW questioned the condition of the picnic bench at the rear of the hall. There was concern that hirers may try to use it and could potentially hurt themselves. This repair task will be added to the list that our helpful volunteers work through.

AM to replace spotlight that's not working.

AM reported that skittle boards need renovation. This will also be added to the list.

TB

AM
MW
AP

MW

TB

TB

AM

AM

AM

Date of Next Meeting- Wednesday 1 August 2018