

**MINUTES OF THE MEETING OF THE SAMPFORD COURTENAY VILLAGE HALL
MANAGEMENT COMMITTEE HELD AT THE VILLAGE HALL ON
WEDNESDAY 5th SEPTEMBER 2018**

<p>PRESENT: Anthony Morris, Deborah Taylor Morris, Terry Bullworthy, Tony Harper, Sandra Harper, John Palmer, Ann Palmer, Marilyn Weeks, Rosemary Lowe, Nicky Courage, Bob Tucker, Joy Tucker, Ralph Squire</p> <p>APOLOGIES: Claire Weeks</p>	
<p>MINUTES of the meeting held on 1st August 2018. SH proposed and MW seconded they be approved and signed by AM.</p>	
<p>MATTERS ARISING: None</p> <p>3.1 Accident book- Nothing to report.</p> <p>3.2 Hallmark- MW will email chairman, secretary, booking secretary with dates in October for the assessment. DTM asked for preferably a Thursday early in the day.</p> <p>3.3 Guttering and committee room heating update- AM advised that the guttering is now complete. Surplus materials will be returned to RGB for refund and payment will be made directly to RGB by cheque for the guttering used.</p> <p>AM has not received a satisfactory response from the heating company and will continue to pursue a better outcome. He will refer them back to his original emails, where he gave detailed plans and specifications in order for them to calculate what was required. A site visit would still be preferable, but certainly acknowledgement that what has been supplied is not adequate to heat the committee room. The heating needs to be improved as soon as possible, as the colder months approach.</p> <p>3.4 Painting of Gate- The gates and railings will be painted in Brunswick green over a red oxide primer. The cost will be approx £90.00 for both. SCPC have offered to pay for the paint, Jenny Dennison Smith will be preparing and painting the gates and the village hall committee will be painting all accessible railings.</p> <p>3.5 Diving for Pearls- Posters and roadside signs are now up. Adverts are in September Roundabout and Oke Links, and also on village website. NC will set up during the afternoon and provide cheese/ham rolls for sale on the bar (don't forget to write in allergens book). All helpers on the evening to arrive by 7pm please.</p> <p>3.6 Tedburn St Mary Community Choir- 19 October 2018 at 7.30pm. If the sale of filled rolls is successful at Diving for Pearls, we will consider doing the same again for this event. JP will print flyers which will be put out at Diving for Pearls. Tickets will be available from the New Inn & at Diving for Pearls event.</p> <p>3.7 Parish Council- The topic of VAT was once again raised by SCPC at their meeting on 4/9/18. Having previously discussed at length, (July 2018 Village Hall meeting) the viability of reclaiming VAT previously paid on materials and services supplied during the refurbishment and extension project, the committee still agree that a retrospective claim is inappropriate.</p> <p>MW requested that JP ask SCPC to check whether the Village hall car park is available for future event parking in advance, as there had been a clash of events/parking with the Memorial dedication and August's bingo. TB will also raise this issue at the PCC meeting.</p>	<p>MW</p> <p>AM</p> <p>NC</p> <p>JP</p>
<p>SECRETARY'S REPORT- Nothing to report</p>	
<p>TREASURER'S REPORT –</p> <p>Receipts- Flower show float £360.00, Flower show profit £562.05, August bingo £20.50, CCD refund £50.00, August whist £30.60, Hire WI £22.00, yoga £36.00, table tennis £18.00, hire SCPC £105.00, half Grand fete profit £1509.68.</p> <p>Expenses- EDF energy (Aug) £59.00, loan repayment £60.00, CCD membership £50.00, cleaning (Sept) £20.00, SWW £94.06</p> <p>Bank account balance £10,363.32</p>	

<p>An improved electricity tariff has been agreed and implemented with EDF.</p> <p>The Treasurer and committee wished to thank Marion Pratt and her team of helpers for all the hard work involved in putting on such a successful Flower and Produce show and for their generous support towards the village hall. A note in Roundabout and an email to Marion to be sent.</p>	NC
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<p>MAINTENANCE AND IMPROVEMENTS-</p> <p>There were no new entries in the maintenance log. It was agreed that all contractors need to complete the maintenance log with details of work carried out.</p> <p>The new entrance and disabled access is complete. It may be necessary to put more stones down to prevent puddles in certain areas. There is now better water pressure with the new water main. A disabled parking space sign is required.</p>	
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<p>EVENTS AND LETTINGS-</p> <p>In addition to the usual regular events, there will also be a SCPC meeting on 9/10/18, Diving for Pearls 29/9/18, Tedburn St Mary Community Choir 19/10/18, Quiz and Puddings 9/11/18, Honeychurch Fundraising Quiz 30/11/18.</p> <p>Due to dwindling numbers, the committee agreed that with effect from 1/1/19 monthly bingo will cease. However, Easter and Christmas bingo will continue to take place as it is always popular. Thanks were expressed towards MW & DTM for running the bingo and to all the bingo players who have supported the monthly meetings.</p> <p>On occasions DTM is asked if cars can be parked in the hall car park. To date this has been allowed and a donation to hall funds requested. However, donations are rarely forthcoming. After discussion, it was decided that in future a charge would be made of £25.00 for wedding parking and £5.00 per vehicle for overnight parking. A ticket will be issued on receipt of payment, which will highlight that parking is at the owners risk. Also, a "Private Parking" sign is required for the car park.</p>	
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<p>PUBLICITY REQUIREMENTS-</p> <p>It is time to renew the advert for the hall in Roundabout. Annual renewal is £120.00. It was agreed that the advert keeps the facilities of the hall visible to the public, so is therefore worth renewing. SH proposed renewal and RL seconded this.</p>	
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<p>ANY OTHER BUSINESS-</p> <p>JP referred to his earlier email requesting everyone take a look at the Parish Survey which Michelle Wilson is currently updating and in particular the section regarding Social Inclusion and Activities. Any thoughts to be emailed to Michelle.</p> <p>MW asked where the blue towel dispenser tool is kept. It is currently located under the bar.</p> <p>SH has requested a new recycling box for RS from WDBC. Still awaiting delivery.</p> <p>RL asked for clarification on when the cleaner comes. Currently every 3rd Wednesday of the month.</p> <p>Cleaning will now be a permanent item on the monthly agenda, so the cleaning rota can be reviewed and any issues discussed.</p> <p>It was agreed that leaving the freezer switched on with only a bag of ice in it, is not cost effective. It will therefore be switched off and cleaned out on Thursday morning, while hall cleaning is being done.</p> <p>AM announced that he will be standing down as Chairman of the committee in December.</p>	NC
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<p>Date of Next Meeting- Wednesday 3rd October 2018</p>	
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