

**MINUTES OF THE MEETING OF THE SAMPFORD COURTENAY VILLAGE HALL MANAGEMENT  
COMMITTEE HELD AT THE VILLAGE HALL ON WEDNESDAY 13th FEBRUARY 2020**

<p><b>PRESENT:</b> Joy Tucker, Bob Tucker, Mike Carpenter, Marilyn Weeks, Rosemary Lowe, Shirley Reddaway, Nicky Courage</p> <p><b>APOLOGIES:</b> Sandra Harper, Tony Harper, Anthony Morris, Deborah Taylor Morris,</p>	
<p><b>MINUTES</b> of the meeting held on Thursday 9<sup>th</sup> January 2020 - were approved and signed by JT.</p> <p><b>MATTERS ARISING:</b> It would appear that BT's efforts to block points of entry to the building with chicken wire and the setting of traps have been successful in eradicating the mice. We will continue to monitor this. Meanwhile, BT has fixed the chewed overflow pipe in one of the sinks, to avoid any more water in the cupboard below. BT &amp; MC will meet in hall on Saturday to pull dishwasher out and review the damage caused by the mice. There is a matter of urgency to repair all damage before forthcoming events which require kitchen facilities.</p> <p><b>3.1 Review accident book-</b> Nothing to report</p> <p><b>3.2 Roof update</b> – a sub committee has been formed (M Carpenter, B Tucker, M Wilson, D Botting Page, C Owen, A Palmer) and the first meeting held. They are currently reviewing the scale of the improvements to be made and considering whether replacement of the 2 rotten windows should be included in the overall scheme. Significant funding will be required, for which we hope there may be grant money available. However, this cannot be relied upon and we will therefore need to reach out to the local community for help. Our own fundraising will need to be increased and ways to achieve this are being considered. MC has drawn up a specification for works required which is currently being checked. A second meeting will be held on 26/1/20.</p> <p><b>3.3 Maintenance schedule and plan for maintenance event-</b> no other maintenance apart from ongoing efforts to exclude the mice. JT suggested a monthly Saturday coffee morning/produce market, linked with a maintenance event, to encourage local support/skills to help maintain the hall. The committee will consider the pros and cons of this idea before the next meeting, when it will be discussed again.</p> <p><b>3.4 Hallmark-</b> MW will check with assessors whether we need hot water to the toilets to achieve Hallmark 2. MW, NC, AM, DTM to arrange meeting to review progress towards Hallmark 2.</p> <p><b>3.5 Baby Changing-</b> the unit has been delivered to the hall and is awaiting installation. MC/BT will look at the instructions on Saturday morning and decide whether a professional installer is required.</p> <p><b>3.6 Tribute to Ralph-</b> The committee are extremely grateful to Ralph's family for their generosity in writing off the remainder of the loan and will indeed make good use of the remaining funds to improve the hall. MW has already sent a thank you. It was felt that we should not rush into any decision on a lasting tribute, and that it would be appropriate to wait until the family are ready to discuss the most fitting tribute. Review again at the next meeting.</p> <p><b>3.7 Shed-</b> The shed found on Gumtree was not appropriate as it was made of asbestos. MW suggested placing a "Wanted" advert in Mole Avon and RS suggested a shipping container as being a longer lasting storage solution, albeit more expensive. This will remain an ongoing item until such time as a suitable solution is found.</p> <p><b>3.8 Summer Ball 2020 update-</b> a band has been hired for the event (Karina and the slaves) costing £360.00. The event is advertised in Roundabout. The 2 course meal, including welcome drinks and canapes, entertainment and a licensed bar will cost £35.00 per head.</p> <p><b>3.9 Mongolia talk-</b> NC will collect screen from Malcolm Craig next week and also provide Pam Kemp with an extension lead. She will bring her own projector. MW and NC will set up chairs etc on Saturday at 10am. MW will organise raffle. NC and JT to make soup for approx 50 people. NC to purchase rolls and butter. Float required from MW please.</p> <p><b>3.10 Big Breakfast-</b> MC/BT to set tables and chairs up on Friday am. NC to lay tables Friday pm.</p>	<p>MC/BT</p> <p>All</p> <p>MW/NC/AM/DTM</p> <p>MC/BT</p> <p>NC/JT/MW</p>

<p>JT required in kitchen at 7.45am Saturday. All other help from 8am please, ready for first breakfasts at 8.30am. NC has accepted offers of additional help from outside of the committee which should mean an easier morning for all concerned. Donations of lovely cakes for the cake raffle would be appreciated. Float required from MW please.</p>	ALL
<p><b>3.11 Cleaning-</b> in March – RL. It was noted on February’s clean that the light pull switch in the ladies was broken and also one of the toilet lids has a huge crack in it. BT will send a message to AM requesting repair of the light pull switch and BT/MC will attend to the broken toilet seat on Saturday. A review of the cleaning rota will be added to the March agenda.</p>	BT/MC/AM
<p><b>3.12 Review Letting Rates</b> – Deferred to next meeting. JT to ask AM to bring DTM’s thoughts on this to next meeting.</p>	JT/AM/DTM
<p><b>3.13 Change advert in Roundabout-</b> JT will arrange for the advert in Roundabout to be updated with “free WiFi facility available” and produce a poster to be displayed in the hall advertising the facility.</p>	JT
<p><b>SECRETARY’S REPORT-</b> NC has noted that Annex A of the constitution requires updating and will attend to this. NC suggested a review of the poster distribution list, which will be added to the March agenda.</p>	
<p><b>TREASURER’S REPORT –</b> <b>Receipts-</b> private hire £51.00, skittles £80.50, Xmas quiz £10.00, table tennis £12.00, yoga £6.00, miscellaneous £56.00, whist £42.00 <b>Expenses-</b> EDF (Jan &amp; Feb) £84.00, audit fee £40.05, loan repayment (Jan) £60.00, cleaning (Jan) £22.00 <b>Bank account balance £7174.26</b></p>	
<p><b>EVENTS AND LETTINGS-</b> There are the usual weekly/monthly events plus,  21/2 Murder/Mystery evening, 22/2 Mongolia talk, 29/2 private hire, 7/3/20 Big breakfast, 18/3 Easter bingo, 28/3/20 Exbourne community choir, 2 May Dog show, 8/9/10 May 2020 VE celebrations, 15/5 Quiz and puds, 26/6/2020 Summer Ball.  Possibility of coffee morning/produce market in April. NC to arrange Diving for Pearls towards the end of the year. Suggested combining this with a cider and sausage fest.</p>	NC
<p><b>PUBLICITY REQUIREMENTS-</b> Already discussed</p>	
<p><b>ANY OTHER BUSINESS-</b>  RL pointed out that there is no handle on the door at the back of the bar. BT &amp; MC will look at this on Saturday.  Exbourne village hall are getting rid of 2 stainless steel tables. RL is collecting them on Saturday &amp; will deliver to SC village hall. If they are useful to us, she feels a small donation to Exbourne VH would be welcomed. If not required RL is quite happy to keep them herself.  The winner of the Xmas quiz was drawn and Karen at the New Inn announced as winner. DTM will publish the answers and winner in Roundabout.  NC suggested that the committee promote Easyfundraising at all events, as it is a simple way of increasing funds, albeit only small amounts. The more people we can get on board, the greater the gains. NC has publicity material that can be used.</p>	BT/MC       DTM
<p><b>Date of Next Meeting-</b> Wednesday 4<sup>th</sup> March 2020</p>	