

MINUTES OF THE MEETING OF THE SAMPFORD COURTENAY VILLAGE HALL MANAGEMENT COMMITTEE HELD AT THE VILLAGE HALL ON WEDNESDAY 5th AUGUST 2020

<p>PRESENT: Joy Tucker, Bob Tucker, Mike Carpenter, Marilyn Weeks, Nicky Courage, Rory Robinson, Lyn Robinson, Sandra Harper, Shirley Reddaway</p> <p>APOLOGIES: Tony Harper, Deborah Taylor Morris, Rosemary Lowe, Anthony Morris</p>	
<p>SH advised that TH sadly wishes to resign from the committee. On behalf of the whole committee, JT expressed sincere thanks to Tony for all he has done to support the village hall over the last 20 years.</p> <p>MINUTES of the meeting held on Wednesday 15th July 2020 - MW proposed and SH seconded they be approved and signed by JT.</p> <p>3 MATTERS ARISING: None</p> <p>4 Review accident book- Nothing to report</p> <p>5 Roof update – MC reported that the sub-committee had finalised the business plan. After consideration of the current Covid-19 guidelines, it had been agreed that an open air music event to raise funds and promote support for the roof project, was not possible.</p> <p>To move forward, a letter would now be sent out to everyone in the parish (phase 1), followed in time with a letter to businesses (phase 2). SH suggested there should be a tear off slip to the letter for Gift Aid. From experience of the extension project, it would save having to send Gift Aid forms out following receipt of donations. It was agreed that as every household in the parish and surrounding neighbourhoods receive a copy of Roundabout, that JT would ask if it is possible to have a 1 page spread in the September issue to print the letter and reach as many people as possible.</p> <p>MC suggested that visitors to the parish could also be encouraged to donate. A Just Giving page was discussed and JT agreed to speak to Marion Pratt who has had experience with this.</p> <p>The idea of a model of the hall that could visually show the public how far we have reached with the fundraising was agreed to be a good way forward, as would the selling (or sponsoring) of roof tiles at future events.</p> <p>Responsibility for the following areas has been allocated as detailed:-</p> <p>Grant applications - M Wilson & A Palmer</p> <p>Media – D Botting Page</p> <p>Village hall liaison – B Tucker</p> <p>Communications – M Carpenter</p> <p>Oversee legality of any event – M Wilson</p> <p>Advisory on fundraising – R Robinson</p> <p>Facebook page – vacancy</p> <p>6 Maintenance schedule (including review of maintenance log)-nothing in log</p> <p>7 Hallmark – nothing to report</p>	<p>JT</p> <p>JT</p>

<p>8 Reopening, Following Latest Government Covid Advice -</p> <p>I. JT to check with AM that cleaner has been contacted to help prepare the hall ready for hirers</p> <p>II. MC to arrange with AM to carry out Covid-19 risk assessment</p> <p>III. There are items which will now need to be added to the First Aid kit. JT will provide SH with the list of required items. SH will obtain as many as possible, JT will source the remainder.</p> <p>It will be the responsibility of the hirer to keep details of all of their group. JT will check with AM/DTM that the regulations for hirers have been updated.</p> <p>RR/LR have purchased “Distancing” signs and JT has printed posters to be displayed at the entrances reminding hall users of Covid-19 protocol.</p> <p>9 Contacting local businesses (re: list for hall hirers)- JT read out the list of businesses she had already collated. Other businesses were added to the list. JT will arrange an advert in Roundabout inviting businesses to advertise on a large scale poster to be displayed within the hall and be part of a list of appropriate businesses to be sent out to hirers of the hall. A small one off charge (suggested £5.00) will be requested from each business to help produce the poster, any surplus funds to the roof fund.</p> <p>10 Facebook page- JT agreed to make a request in Roundabout to anyone interested in helping the committee with setting up and maintaining a Village hall Facebook page.</p>	<p>JT/AM</p> <p>MC/AM</p> <p>JT/SH</p> <p>JT/AM/DTM</p> <p>JT</p> <p>JT</p>
<p>SECRETARY’S REPORT- RL has emailed to express thanks for allowing the WI walking group to meet in the hall car park. If regulations allow the WI would like to hold their September meeting at the hall, possibly outside. The committee were happy for this to go ahead.</p>	
<p>TREASURER’S REPORT – Receipts-None Expenses- EDF (Aug) £42.00, Cleaning £22.00</p> <p>Bank account balance £16574.66</p> <p>JT is now a signatory on the bank account. TH will be removed as signatory following his resignation. MW has been into Lloyds Bank to discuss a reserve account. However, they were unable to help and have instructed MW to telephone to discuss.</p>	<p>MW</p>
<p>EVENTS AND LETTINGS- It is too soon to plan any events as yet, due to current guidelines. However, hirers are permitted and will be responsible for following guidelines relating to their group/activity. SCPC are still to decide whether or not to meet in person at their next meeting.</p>	
<p>PUBLICITY REQUIREMENTS- All covered previously</p>	
<p>ANY OTHER BUSINESS-</p> <p>BT suggested that a new Vice chairman should be elected following TH’s resignation. SH volunteered to take on the role and the whole committee supported her election.</p> <p>RR wishes to get a complete plan of how a film club would work, before reporting back to the committee.</p>	
<p>Date of Next Meeting- Wednesday 2nd September 2020 7.30pm</p>	