

MINUTES OF THE MEETING OF THE SAMPFORD COURTENAY VILLAGE HALL MANAGEMENT COMMITTEE HELD AT THE VILLAGE HALL ON WEDNESDAY 15th JULY 2020

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| <p>PRESENT: Joy Tucker, Bob Tucker, Mike Carpenter, Marilyn Weeks, Nicky Courage, Rory Robinson, Lyn Robinson, Sandra Harper, Anthony Morris</p> <p>APOLOGIES: Tony Harper, Deborah Taylor Morris, Rosemary Lowe, Shirley Reddaway</p> | |
| <p>JT welcomed Rory and Lyn Robinson to the committee</p> <p>MINUTES of the Zoom meeting held on Wednesday 10th June 2020 - were approved and signed by JT. The 13th May Zoom meeting minutes which had previously been agreed, were also signed.</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 completed an action plan and a target figure of £150k needed to be raised over the next 18 months. MC read through the action plan (which all the committee members had previously received by email). The following points were raised:-</p> <ol style="list-style-type: none"> 1. MW was asked to look into opening a reserve account to enable roof funds to be kept separate. 2. JT has been approached by Jane Honey, OKE links, offering a 250 word slot in the next edition. The sub-committee will draft an article to highlight the roof project. 3. JT has spoken to Lindfield Nurseries who have offered to make a donation towards the roof fund. 4. MW suggested that the people of Exbourne should be approached during fundraising, as the hall has in the past been temporarily used as a classroom while Exbourne school had building works. Also, the WI hold meetings in our hall. 5. JT advised that WDBC are planning to release grants for insulation etc, which may be of use to the hall. 6. MC advised that a central list of people and organisations to approach for help with raising funds would be drafted, but it would be far too much work for one person to send out all the letters. So a team of letter writers would be required. 7. The committee agreed that the sub committee should proceed with grant applications without asking for permission each time. <p>6 Maintenance schedule and plan for maintenance event- repairs to the roof have been completed and the invoice paid.</p> <p>AM has installed hot water to the cloakrooms (this will improve our chances of achieving Hallmark 2 and in turn of obtaining grants, as it will be perceived that improvements to the hall are ongoing and will encourage more users).</p> <p>BT has completed some small plastering tasks.</p> <p>7 Reopening, Following Latest Government Covid Advice - JT referred to DCT’s checklist for village hall reopening and the following points and actions were highlighted</p> <ol style="list-style-type: none"> 1. It was noted that outside music events are now permitted. | <p>MW</p> <p>sub committee</p> <p>sub committee</p> <p>sub committee</p> <p>sub committee</p> |

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| <ol style="list-style-type: none"> 2. MW will liaise with the insurer. 3. AM will organise the new key code combination as and when required. 4. AM to liaise with the cleaner. She has continued to be paid during lockdown, so the hope is that she will be prepared to work some extra hours prior to opening the hall. As she is self employed, it is her responsibility to have adequate protective clothing (to be checked). 5. MW suggested that some of the chairs could be stored away initially, to help limit the amount of sanitising required. 6. SH agreed to purchase disinfectant. 7. AM agreed to flush the water system. 8. AM/MC will ensure that the risk assessment and fire risk assessment are up to date, and consider extra COVID-19 risks. 9. MW advised that Argos Fire protection are due to carry out their annual inspection shortly. 10. AM will source hand sanitising dispensers for 3 identified locations (to be located by each entrance door). 11. RR & LR agreed to make social distancing signs to be displayed in key locations. 12. AM/DTM will be responsible for passing on COVID-19 related information to hirers. 13. Hirers should be responsible for their own safety. 14. It was agreed that the village hall will reopen with effect from 1 August 2020, in readiness for SCPC who have requested to hold their next meeting in the hall. 15. The Village hall committee will revert now to holding their monthly meeting on the 1st Wednesday of each month (next meeting 5/8/20). 16. JT will place adverts to encourage hirers to return to the hall. 17. As rates for hiring had recently increased, it was not felt appropriate to add any extra costs on to current hirers. However, any new hirings would be considered on their own merit and if extra cleaning beyond the usual were required, an additional charge may be added. 18. The committee agreed that RL's walking group could use the car park on 31/7/20. | <p>MW</p> <p>AM</p> <p>AM</p> <p>SH</p> <p>AM</p> <p>AM/MC</p> <p>AM</p> <p>RR/LR</p> <p>AM/DTM</p> <p>JT</p> |
| <p>SECRETARY'S REPORT- NC has received an email from Pam Kemp during lockdown with a list of further talks she is able to offer once we are able to host her.</p> | |
| <p>TREASURER'S REPORT – Receipts- Easyfundraising £24.27, Cream teas/apple pies £780.77, donations village hall stock £111.70, donation £5.00</p> <p>Expenses- EDF (July) £42.00, Mark Hedges (slate repairs) £435.31</p> <p>Bank account balance as at June meeting £16194.23 Bank account balance as at July meeting £16638.66</p> <p>MW will check with the bank to make sure that the signatories on the account have been updated and also see if a reserve account can be opened for the roof fund</p> | <p>MW</p> |

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| <p>EVENTS AND LETTINGS- JT advised that the newly formed ScenSus (Sampford Courtenay Environmental and Sustainability) group would like the Village hall committee to embrace the ideas that they are promoting, with future events and bookings. MW suggested the possibility of promoting local businesses to hirers of the hall. NC to pass Underdown Dairy farm details to JT.</p> <p>Following recent COVID guidance it was felt that an outdoor gig with Diving for Pearls and other bands could go ahead. 29 August and 4 September were dates suggested. NC to check with band. (Details of how to safely run the event were discussed, however since the meeting further guidance makes it clear that this is not an event that would be permitted as yet as the bands are not professional and they have singers plus wind and brass instruments).</p> | <p>NC</p> <p>NC</p> |
| <p>PUBLICITY REQUIREMENTS- JT will organise all publicity previously discussed</p> | <p>JT</p> |
| <p>ANY OTHER BUSINESS-</p> <p>JT asked committee to consider whether the planned village community garden should be sited on the village green or at the village hall. MC believes that to site it at the village hall and encourage people from the whole community to be involved with it, would help with future grant applications for the roof fund. JT will report this back to ScenSus.</p> <p>RR asked MC how many tiles were required for the new roof. In all approx 9000 (some of which will be reused from the old roof. MC was asked to work out roughly how much each tile will cost, ready for when we ask the community to sponsor a tile.</p> <p>RR has been looking into the feasibility of running a film club. He agreed to prepare a report ready for the next meeting.</p> <p>RR queried whether gift aid can be claimed back on ticket sales at events. MW will look into this.</p> <p>RR was keen to promote the idea of asking the community to sign up to a monthly standing order payment to the village hall to help raise funds.</p> <p>The committee thanked NC for the Lockdown Sunday Cream teas and the money raised.</p> <p>JT to ask DTM to prepare a listing to promote the hall on the Enhance Social Enterprise Network website, as highlighted in the DCT email 15/7/20.</p> <p>NC suggested that if someone could be found who would be happy to run a Village hall Facebook page, it would be a great way of promoting Easyfundraising, which now has new supporters and is beginning to see increased income. It would also be another way to promote events and hiring.</p> <p>NC suggested the idea of a “Blue Peter” style barometer of where we are with the fundraising, to be displayed at future events.</p> | <p>JT</p> <p>MC</p> <p>RR</p> <p>MW</p> <p>JT/DTM</p> |
| <p>Date of Next Meeting- Wednesday 5th August 2020 7.30pm</p> | |