

**MINUTES OF THE MEETING OF THE SAMPFORD COURTENAY VILLAGE HALL
MANAGEMENT COMMITTEE HELD AT THE VILLAGE HALL ON
WEDNESDAY 1 MARCH 2017**

PRESENT: Chairman Anthony Morris, Deborah Taylor-Morris, Marilyn Weeks, John Palmer, Ann Palmer, Ralph Squire, John Askew, Rosemary Lowe, Terry Bullworthy, Nicky Courage, Melanie Grounds

APOLOGIES: Claire Weeks, Sandra Harper, Tony Harper

Melanie Grounds attended this meeting as she has shown an interest in helping with the village hall.

MINUTES of the meeting held on 4 January 2017 agreed and signed

MATTERS ARISING:

3.1 Accident book- not located for review. Check on its whereabouts and then place together with first aid kit in a kitchen cupboard, clearly marked for all users of the hall to see. Review the booking form to accommodate all details regarding the hall, including first aid and accident reporting.

3.2 Cleaner- currently cleans hall (mainly kitchen and toilets) once a month for 2 hours. In between times, members of the committee are keeping the hall clean and tidy. As previously agreed, the task will be reviewed at the end of month 3 (March) and a decision made on whether more time is required. Committee to investigate legal implications of having self employed cleaner in hall.

3.3 Projector and loop system- 3 quotes have been passed to Marion Pratt SCPC for consideration of funding. Stage and Engage quote most promising to date. They are happy that they can provide everything required within the price quoted.

3.4 Heating funding- TAP application has been submitted and results of the TAP meeting are awaited within the next 10 days. It is possible that there may not be sufficient TAP funds to finance the whole project, in which case other funding will need to be considered, as it is felt that without proper heating, the public will not want to book the hall for their events.

3.5 Hallmark- there has not been an opportunity as yet to discuss this.

3.6 Picture displays- from the Church Rooms have not yet been moved to the village hall as they are very large, and consideration needs to be made as to how the photos will be displayed to best effect in the future. An appraisal of the material and the location and size of the new display to be carried out by the next meeting.

SECRETARY'S REPORT – A copy of the TAP funding application has been received. RS to receive future agendas and minutes of meetings via his daughter's email.

TREASURER'S REPORT –

Receipts – Table tennis £65.00, January whist £20.85, February whist £32.00, January bingo £2.00, February bingo £16.00, skittles £45.00, electric meters £68.00, Red Lion quiz £234.00

Expenses- EDF £68.00, loan repayment £120.00, Hatherleigh Players £50.00, key safe £27.89, cleaner £40.00, Oaktree Occasions £300.00, donation (for car parking whilst walking) £10.00.

Cheque for dishwasher repair still not cashed. Bingo takings down. Quiz night very successful. Cleaner to be paid by monthly by cheque.

Lloyds Bank to be chased re: signing of signature mandates.

WDBC to be contacted to discuss business rates

After a review of electricity prices with Utility Aid, it is felt that EDF is providing the best value for money at this time. Best option is to have a cheap daily standing charge.

Maintenance and Improvements- Thanks was given to Jo Stoneman for cutting the rose hedge so nicely. The floodlight lamp bulb has been replaced. The key safe has been installed.

It was noted that the porch light bulb was not working on arrival and needed to be replaced.

Events and Lettings- In addition to the regular whist, table tennis and bingo evenings, flower club and Parish Council meetings, there are also bookings for the Church quiz, WI, skittles and use of the car park for a walking event.

Opening Event 15 July 2017 will be an afternoon tea from 2pm to 4pm, for all who generously donated to the hall refurbishment. Formal invitations will be sent out soon.

Summer Ball 30 June 2017 tickets are now available to sell at £28.00 each. It was suggested that there should be an advertised finish time in addition to the start time. The event is already advertised on the village website. The next sub committee meeting will be on 21 March 2017 at 7.30pm.

Ladies of Laughter, more tickets need to be sold in advance of the night, to help with planning of catering. More posters to be put up if possible and contact radio Devon to advertise the event.

Big Breakfast, posters to be put up around the area. Tickets available now to sell. The more that can be sold in advance of the event, the easier it will be to judge quantities of ingredients required.

RL had several very good ideas for future fundraising events for later in the year, including some interesting speakers. She also mentioned that there is a free stall available at the Okehampton Food and Music Festival on 24th June, for the village hall committee to use to raise funds. The only criteria is that the stall must be food or music related.

The Red Lion Curry and Quiz night on 26th February was a very successful evening and thanks were expressed to Nick and Cath for their kind support. They have already offered to host another Curry and Quiz evening soon. Thank you note to be sent by secretary.

Refurbishment- still awaiting 2 more quotes for drainage, then report back to committee before proceeding.

Any other business – It was decided that a regular advert for the hall should be placed in Roundabout, albeit perhaps a bit smaller than the current advert.

Anyone wanting to place reports and photos of events on the village website, should do so through Janice Brown, copying in TB as publicity officer. The address of the village hall is now on the website.

David McClement has kindly offered to organise painting of the outside of the hall with a team of volunteers during the summer.

It was decided that the February meeting should not be replaced by the annual dinner, but be in addition to, as there is so much to discuss regarding forthcoming events at this time of year.

Crockery- another quote is required before purchasing.

Future of monthly bingo to be an agenda item for next meeting.

Date of Next Meeting- Wednesday April 5th 2017