

**MINUTES OF THE MEETING OF THE SAMPFORD COURTENAY VILLAGE HALL
MANAGEMENT COMMITTEE HELD AT THE VILLAGE HALL ON
WEDNESDAY 7th AUGUST 2019**

PRESENT: Sandra Harper, Tony Harper, Marilyn Weeks, Nicky Courage, Bob Tucker, Joy Tucker, Ralph Squire, Mike Carpenter, Anthony Morris, Shirley Reddaway, Rosemary Lowe, Ann Palmer

APOLOGIES: Claire Weeks, Deborah Taylor Morris

Minutes of the meeting held on Wednesday 3rd July 2019 - MW proposed and RS seconded they be approved and signed by SH.

MATTERS ARISING:

3.1 Review accident book- nothing to report

3.2 BBQ/Skittles- 10/8/19. Weather forecast bad for weekend so food to be cooked in kitchen. SH has ordered food. All helpers to arrive at 6pm to set up and cook. Food will be priced at £6.00 for Burger & sausage plus salads, £4.00 if only 1 meat item required. SH, MW, RL & JT to make salads. NC ketchup.

3.3 Committee room heating update- AM has provided SCPC with a quote for the new heaters. He will now proceed with moving the existing heaters and fitting the new remote controlled version of the heaters. BT proposed that AM should not be doing all this work for nothing. However, AM pointed out that he had only quoted for supply of new heaters and had stated that they would be fitted at no charge.

3.4 Roof update- BT has repeatedly emailed and telephoned Steve Blakeman but received no response. BT will try once again and advise him that there is now only a slim chance that we may still get the lottery grant we had hoped for, as so much time has elapsed. AP suggested that as the bank balance is now reasonably healthy, it would be sensible to move some funds into a deposit account, as this would help in the event that we needed to match fund for the roof refurbishment. MW agreed to investigate suitable accounts.

3.5 Health & Safety Policy & Risk Assessment- MC has drawn up the new Health and Safety Policy with help from D McClement. He clarified who was responsible for various duties. A copy has been emailed to all committee members for their consideration. Once agreed, he will then carry out the annual Risk Assessment. MC will talk to T Bullworthy about the CAD drawings of the hall.

3.6 3 requests from SCPC- NC read out an email from SCPC chairman and the following points were noted.

1. A self resilience and preparedness event would not work well alongside the quiz and puddings evening as only a few villagers attend this event, the majority of people coming from outside of the parish. However, the committee are happy to support the idea at another event and wondered whether the Parish council open meeting in October would be a more suitable occasion.

2. The hall would be available for a fund raising Wine Tasting event on 20/21 September and the committee agreed that it could be on a no rent basis.

3. SH, AP & NC agreed to be part of the planning process for the VE Day celebrations.

NC will report back to Michele.

3.7 Hallmark-- MW has been looking into ordering new signage and has compared prices between self adhesive or rigid signs. She will order, where available, rigid signs as these may last longer. MC commented that there is no outside lighting, however AM corrected him on this, pointing out that there is but not automatic. AM advised that he has updated the emergency lighting sheets.

3.8 Summer Ball 2020- Oak Tree caterers have advised that they are available on 26/6/20 and will require a £300.00 deposit (non refundable) to secure the booking. They will charge between £24.00 and £26.00 per person for food and service (dependant on menu chosen). Some of the committee were concerned about the number of people required to attend the event to make it viable and that in the event that there was not sufficient support, the £300.00 deposit would be lost. SH suggested that M Hedges had offered in the past to sponsor events and it would be worth approaching him to underwrite the deposit. It was agreed that subject to his agreement to do this, the event would go

ahead.

3.9 Cleaning- AM this month. AP had not been able to find the cleaning list last month but was advised that it is in the second drawer down to the left of the cooker. She commented on how much easier it was to clean the hall now since the new cleaner started. AM also commented that the hall had been left very clean after the recent wedding hire. SH will look for the black sacks which appear to have gone missing.

SECRETARY'S REPORT- In addition to the email from Michele Wilson regarding the three requests which were discussed previously, NC had received an email from Zena Tett (clerk for Exbourne with Jacobstowe Parish Council) who had been tasked with finding out how other village halls manage to raise funds. NC had duly replied to this.

TREASURER'S REPORT –

Receipts- Table tennis £18.00, donation for using tables/chairs £100.00, hire £66.00, July whist £59.20, yoga £36.00, donation for using stage blocks £20.00, tap dance £24.00, hire (wedding) £300.00, donation for using tables and chairs £20.00, open gardens £487.70

Expenses- EDF July £39.00, loan repayment July £60.00, DCT membership £50.00, cleaning July £22.00, Argos Fire Protection £81.00, EDF August £39.00, Mr Morris (alcohol stock for bar) £141.67

Bank account balance £6142.60

MW has updated trustee details on the charities return.

MAINTENANCE AND IMPROVEMENTS-

The maintenance log shows that light strimming has been carried out and a light bulb replaced. The gate is now painted and back in situ. MW will send a thank you to Jenny.

MW

EVENTS AND LETTINGS-

There are the usual weekly/monthly events plus,

24/8/19 Flower and Produce show, 5/9/19 WI, 14/15 Sept. Private hire, 20/21 Sept. possible wine tasting, 5/10/19 The Blushing Gum Tree & other Australian tales, 12/10/19 Diving for Pearls, 25/26/27 October Private hire, 8/11/19 Quiz and puddings, 29/11 Honeychurch quiz.

MW will contact Bondleigh about the next skittles evening & suggest either 2nd or 16th November.

MW

PUBLICITY REQUIREMENTS-None

ANY OTHER BUSINESS-

AM has replaced the alcohol stock. AP advises that the table is no longer required by St Peter's Troupers for Jesus Christ Superstar.

Date of Next Meeting- Wednesday 4th September 2019