

**MINUTES OF THE MEETING OF THE SAMPFORD COURTENAY VILLAGE HALL MANAGEMENT COMMITTEE HELD AT THE VILLAGE HALL ON WEDNESDAY 4th DECEMBER 2019**

<p><b>PRESENT:</b> Sandra Harper, Tony Harper, Anthony Morris, Ann Palmer, Marilyn Weeks, Joy Tucker, Bob Tucker, Mike Carpenter, Nicky Courage</p> <p><b>APOLOGIES:</b> Claire Weeks, Deborah Taylor Morris, Rosemary Lowe, Shirley Reddaway</p>	
<p><b>ELECTION OF CO-OPTED OFFICERS-</b> BT was co-opted on to the committee</p> <p><b>ELECTION OF CHAIRMAN-</b> JT was elected as the new chairman. MW proposed, AM seconded this.</p> <p>TH -Vice chairman, NC- secretary and MW – treasurer, will continue in their roles. MW proposed and BT seconded this.</p> <p><b>JT wished to thank SH, on behalf of the committee, for all her hard work as chairman during 2019.</b></p> <p><b>It was discussed that should we wish to change the organisations represented on the committee, the constitution would require amending prior to the next AGM</b></p>	
<p><b>MINUTES</b> of the meeting held on Wednesday 6<sup>th</sup> November 2019 - MW proposed and MC seconded they be approved and signed by JT.</p> <p><b>MATTERS ARISING: None</b></p> <p><b>3.1 Review accident book-</b> Nothing to report</p> <p><b>3.2 Roof update –</b> MC to speak to Mark Hedges about immediate repairs. Ian Little has agreed to carry our roof survey &amp; produce specification. MC is to liaise with Ian Little on this and between them produce what is required to move forward with grant application. MC will set up a sub-committee to help drive this work forward. AP has agreed to still be involved with the grant application.</p> <p><b>3.3 Risk assessment- actions update-</b> the electrical and PAT testing reports have been completed.</p> <p>A shed has still not been found. We will advertise for a shed in the New Year (Roundabout, website, Facebook etc). It was suggested that telephoning some local shed suppliers who may like to supply a shed in return for a permanent advertisement of their business on the shed. This will be done in the New Year.</p> <p><b>3.4 Maintenance schedule-</b> Nothing to report</p> <p><b>3.5 Hallmark-</b> Nothing to report this month. Remain an agenda item each month to progress towards Hallmark 2 in 2020.</p> <p><b>3.6 Baby Changing-</b> DTM has researched suitable units. SCPC have agreed to provide funds for both the supply and installation of the most appropriate unit. DTM to organise the purchase, any invoice being made out to SCPC. NC to thank SCPC for their support.</p> <p><b>3.7 Tribute to Ralph-</b> The committee would definitely like to create a lasting tribute to Ralph, but would like to involve the family in any decisions regarding this. We will speak to them after Ralph’s funeral.</p> <p><b>3.8 VE Celebration update-</b> Any profits from the Christmas cheer event on 14<sup>th</sup> December will be used to cover any initial outlay for the VE Day Celebrations. The committee are asking for as much support as possible with this event.</p>	<p>MC</p> <p>JT</p> <p>DTM/NC</p>

<p><b>3.9 Summer Ball 2020 update-</b> the sub committee met on 3/12/19. There has still been no success in sourcing a suitable band. If anyone knows of a small band (budget no more than £300.00), please advise. The ticket price for this black tie event will be set at £35.00 and we will need to sell 80 tickets. AM is to check with caterers whether it will save much by using our own cutlery this time or whether it is more cost/time efficient to use theirs.</p> <p><b>3.10 Village Halls week-</b> 20-26 January 2020. The committee agreed that this is a great idea to promote the hall, but realised that all useful advertising opportunities have been missed on this occasion. This item will be placed on the September 2020 agenda, so that we can plan ahead for Village Halls week 2021.</p> <p><b>3.11 Cleaning-</b> The plastic key for the paper towel holder in the kitchen has gone missing. AM will see if he can get a replacement from the supplier of the unit.</p>	<p>NC</p> <p>AM</p>
<p><b>SECRETARY'S REPORT-</b> An email has been sent to the hirer who had reported splinters from the main hall floor, to report the action that has been taken by the committee. Pam Kemp has asked whether we would like her to do her talk about Mongolia and the Khazaks who hunt with Golden Eagles and the Eagle Festival they hold. NC to offer Pam a couple of dates at the end of February. NC asked whether the committee would support her in storing all Village Hall documents on a memory stick in the future, to save on paper and cartridge ink when printing. The committee agreed this was best practice.</p>	<p>NC</p>
<p><b>TREASURER'S REPORT –</b></p> <p><b>Receipts-</b> table tennis £18.00, quiz and puds. £566.00, Christmas quiz sheets £39.00, tap dance £18.00, private hire £25.00, yoga £24.00</p> <p><b>Expenses-</b> reimbursement for cleaning materials £3.70, EDF (Nov.) £42.00, loan repayment (Nov.) £60.00</p> <p><b>Bank account balance £6231.85</b></p> <p>MW advised that Ralph's family are aware that Ralph lent money for the village hall refurbishment. We will discuss with the family after Ralph's funeral whether they would like the remainder of the loan repaid immediately.</p>	
<p><b>EVENTS AND LETTINGS-</b></p> <p>There are the usual weekly/monthly events plus, 10/12/19 Private hire, 12/12/19 election, 14/12 SCPC Christmas Cheer event, 18/12 Christmas bingo, 7/3/20 Big breakfast, 28/3/20 Exbourne community choir, 8/9/10 May 2020 VE celebrations, 26/6/2020 Summer Ball.</p>	
<p><b>PUBLICITY REQUIREMENTS-</b> Christmas bingo – MW provided posters to be displayed. No other publicity required until January.</p>	
<p><b>ANY OTHER BUSINESS-</b></p> <p>NC to send "Thanks" to AP from the committee.</p> <p>BT asked whether it would be possible to put an automatic timer on the outside light. Discuss next month under Maintenance Schedule.</p> <p>NC suggested a maintenance event (perhaps quarterly) where a light lunch is provided for those who participate. Add to agenda next month.</p> <p>Airband wish to install broadband w/c 9/12/19. AM will telephone them to arrange a suitable date. MC available to attend if required.</p>	<p>NC</p> <p>NC</p> <p>AM/MC</p>
<p><b>Date of Next Meeting-</b> Thursday 9<sup>th</sup> January 2020</p>	