

**MINUTES OF THE MEETING OF THE SAMPFORD COURTENAY VILLAGE HALL
MANAGEMENT COMMITTEE HELD AT THE VILLAGE HALL ON
WEDNESDAY 7th FEBRUARY 2018**

PRESENT: Chairman Anthony Morris, Deborah Taylor Morris, Ann Palmer, John Palmer, Marilyn Weeks, Sandra Harper, Tony Harper, Joy Tucker, Bob Tucker, Terry Bullworthy, Rosemary Lowe, Nicky Courage

APOLOGIES: Claire Weeks, Ralph Squire,

MINUTES of the meeting held on 3rd January 2018 were approved and signed by the chairman

MATTERS ARISING: It was noted that AM had not contacted RL regarding the sizes of the kitchen doors, however RL brought the measurements to this meeting for AM to consider.

3.1 Accident book- one accident recorded in the last month involving the old wooden tables. Committee will assess the tables and consider whether storing them lower down would reduce the likelihood of another accident or whether they should be removed all together.

3.2 Car park and electric meter cupboard quotes- AM has obtained 2 new quotes for the car park, and is still awaiting a 3rd quote. Once received, he will discuss the quotes with a few of the committee who will then make their recommendation to the full committee at the next meeting.

AM has contacted one further carpenter with regard the meter cupboard and he should be providing a quote in the next couple of weeks.

3.3 Summer fete- A working party meeting has been held and it was decided that funding should be sought for the event. It was agreed that a draw should be held, so tickets have already been printed. It was suggested that there should be more stalls aimed at children and perhaps run by children, so ideas were asked for. The next working party meeting will be held on 28 February.

3.4 Thank you event- SH reported that the commemorative scroll recording the names of all those who had donated towards the hall refurbishment will cost £25.00+VAT. It will be produced on parchment paper and written in old English text and then will require a frame to display it in. The committee agreed for SH to proceed with this but will discuss the plaque at a later date. It was also agreed that the "Thank You" afternoon tea should not be held until all refurbishment work on the hall has been completed.

3.5 Church room photos- DTM proposed that a separate meeting should be held to discuss the photos, their safe storage and how the committee envisage the interior of the hall looking in the future. JP seconded this and a date of 10th April at 7.30pm was set, providing RS can attend. Any committee members interested are welcome to attend.

3.6 Hallmark- MW hasn't had an opportunity yet to speak to Martin Rich.

3.7 Risk Assessment- BT & JT were thanked for carrying out the annual risk assessment.

Of the points raised and not yet actioned, the following are still to be addressed :-

1. Car park surface, lighting and disabled access to be addressed when car park is refurbished.
2. The outside asbestos, which BT and AM will review further to confirm condition.
3. Evidence of mice under the bar and in the kitchen- bait boxes to be purchased and put in position.
4. The fire horn needs to be repositioned.
5. Kettle- AM will purchase a new jug kettle.
6. Fridge, microwave and dishwasher doors to be left open when not in use- TB will print and laminate signs to advise all hall users.
7. Door to foyer by ladies toilets sticking on stone step- to be eased by carpenter who carries out work on electric meter cupboard.

3.8 Poster Distribution List- TB presented a list to the committee which was passed round for members to initial against the posters they are able to put up.

3.9 Guttering- AM has measured up for this and is waiting for D Chapman to get back to him with regards carrying out the work. If no contact in the next 2 weeks, an alternative tradesman will be arranged. TB advised that D McClement had successfully removed the bit of guttering that had been hanging down. This now also needs to be

replaced.

SECRETARY'S REPORT –

Nothing to report.

TREASURER'S REPORT –

Receipts- Easy fundraising £18.11, hire £107.00, table tennis £23.00, tap dance £18.00, Christmas quiz £17.00, Bingo (Jan) £17.75, Antarctica £222.12, skittles £75.50, Shufflebones £222.50

Expenses- Bar licence (Shufflebones) £21.00, EDF (Jan) £42.00, EDF (Feb) £42.00, loan repayment £60.00, cash paid to cleaner £2.00, cleaning (Feb) £20.00, Christmas quiz prize £25.00.

The current bank balance is £7233.28 (not including Shufflebones).

WDBC has awarded a 10% discretionary rate relief for business rates.

MAINTENANCE AND IMPROVEMENTS- JP brought up the subject of toilets, as SCPC are currently discussing the future of the public toilets. JP agreed to provide the committee with a resume of his proposal for their consideration by the next meeting.

MW asked whether there is a maintenance record. There is, it is in a green folder and it is located under the bar, but it would appear that it is currently not being completed. It was agreed that in future any maintenance would be recorded and the log would be reviewed monthly at the meeting.

EVENTS AND LETTINGS-

The committee are asked to enter the hall through the new entrance foyer for the next meeting on 7th March 2018, as there will be another meeting taking place in the main hall at the same time.

TB asked DTM if she could ask prospective hirers where they found out about the hall, in order to assess the success of current advertising.

In addition to the usual flower club, tap dance, table tennis, bingo, whist, and Village hall committee meetings, there are also bookings on 17/2/18 private hire, 18/2/18 private hire, 20/2/18 Parish council meeting, 28/2/18 YFC choc event private hire, 7/3/18 SCPC footpath meeting (private), 16/3/18 flower show meeting, 20/3/18 SCPC meeting, 21/3/18 Easter bingo, 24/3/18 Big Breakfast, 27/3/18 SCPC Open Meeting, 3/4/18 SCPC meeting, 5/4/18 WI meeting, 10/4/18 poss meeting re photos, 21/4/18 Skittles vs Bondleigh, 28/4/18 hire of car park for Church event.

TB will circulate the Big Breakfast poster 1 month before the event. RL, MW, JT, MG and AM offered to help on morning of Big Breakfast.

Having discussed the fees for the band Cosgrave and Banks, the committee decided to offer a flat rate of £270 and the following dates were suggested – 29/6, 30/6 and 13/7.

ANY OTHER BUSINESS-

TB has researched replacement cutlery for the kitchen and made the details available to the committee for their consideration.

AP advised that the constitution states that there can only be 5 elected members of the committee and currently there are 6. SH agreed to change from being an elected member to being the WI representative.

SH & TH not available from 26/2/18 to 2/4/18.

AM has spoken to M Pratt re: shed and agreed that it will be moved when whether improves.

Date of Next Meeting- Wednesday 7th March 2018