

**MINUTES OF THE MEETING OF THE SAMPFORD COURTENAY VILLAGE HALL  
MANAGEMENT COMMITTEE HELD AT THE VILLAGE HALL ON  
WEDNESDAY 5th JUNE 2019**

**PRESENT:** Sandra Harper, Tony Harper, Marilyn Weeks, Nicky Courage, Bob Tucker, Joy Tucker, Ralph Squire, Ann Palmer, Mike Carpenter

**APOLOGIES:** Claire Weeks, Anthony Morris, Deborah Taylor Morris, Rosemary Lowe

**Minutes** of the meeting held on Wednesday 1<sup>st</sup> May 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 Roof update-** There has been a meeting between Steve Blakeman, AM, AP, BT and JT. Steve has inspected the inside of the roof (commenting that the roof timbers are still mainly in good condition). He has gone away to draw up a technical specification of the works required. On receipt of this AP will be able to proceed with the grant application.

**3.3 Committee room heating update-** NC reported that SCPC clerk had requested an exact costing for the heaters. MC indicated that SCPC are willing to pay for the heaters, but mentioned that WDBC also have a proposal on offer, which they are currently awaiting more details of. In the meantime NC will email AM requesting an exact costing.

**3.4 Cleaning-** SH/TH this month

**3.5 Gate painting-** The gate has been delivered to Jenny and MC reported that it has already been sanded.

**3.6 Open Gardens- 30/6/19.** SH has produced the programmes. She will instruct those selling the programmes to charge per person, even if only 1 programme is required, and annotate the programme to confirm this has been done. Malcolm is organising number posts for the gardens and signs for the church rooms. SH is preparing a rota of helpers for the refreshments.

**3.7 Hallmark-** No progress. Will arrange a meeting once AM & DTM have returned from holiday.

**3.8 Summer Ball 2020-** Unable to discuss this as AM/DTM were not present. Put as agenda item next month.

**SECRETARY'S REPORT-** A request has been made from SCPC clerk to ascertain the names of the current Village hall trustees, as their copy dates back to 2015/2016. NC will update the current list with the most recent changes and forward a copy to SCPC.

NC to write to SCPCC asking whether they will be appointing a replacement representative on the village hall committee following TB standing down. At the same time, request that for future church events they confirm the availability of the village hall car park, in case there is an event on in the hall.

NC to send a condolence card from the committee to Ishbel in recognition of John's involvement with the Village Hall.

**TREASURER'S REPORT –**

**Receipts-** Dog show £461.02, private hire £75.00, WDBC election £165.00, Quiz and Puddings £553.12, whist (May) £ 25.00, yoga £30.00, table tennis £18.00

**Expenses-** EDF May £39.00, advert Bow & Arrow (open gardens) £ 14.50, loan repayment £60.00, cleaning May £22.00, electric meter £1.00, SWW £33.44, T Davey (grass cutting)£150.00

**Bank account balance £5236.32**

**MAINTENANCE AND IMPROVEMENTS-** AM & BT have repaired the waste pipework at the rear of the

hall.

#### **EVENTS AND LETTINGS-**

There are the usual weekly/monthly events.

The BBQ and Skittles evening on 10 August was discussed. MW will produce the posters and also email Lynne in Bondleigh to inform the Bondleigh residents of the event. JT will organise adverts in Roundabout, Oke Links and on the village and Hatherleigh website. SH will arrange the bar licence. The food will be discussed at the next meeting.

#### **PUBLICITY REQUIREMENTS-**

As above

#### **ANY OTHER BUSINESS-**

BT reported that SCPC have in excess of £2000.00 in an earmarked fund for the village hall. It is hoped that some of this can be used to fund the heating. He also indicated that Michele Wilson has considerable experience in making fund applications and is willing to assist wherever possible.

It was agreed that the suggestion of a joint parish events calendar on the village website was a good idea and would help avoid clashes of events.

SCPC had asked whether the village hall management committee meeting agendas should be published on the website. It was felt that this would serve no purpose and is not something the committee are obliged to do. The meeting minutes are published for everyone to see on the website.

BT pointed out that the fire door in the committee room to outside is very draughty and requires draught excluder. He will attend to this.

NC will update the village hall page on the website with correct contact information.

MC expressed his wish to bring his experience as a surveyor to the committee and help formulate a 20 year plan of maintenance and improvements for the building. The committee agreed this would be very helpful. This topic highlighted the fact that the annual risk assessment is overdue and needs to be done.

JT mentioned that there are ongoing discussions as to where the proceeds of the Flower and Produce show go. The village hall committee do not expect to receive any of the proceeds, however are always grateful for any contributions.

MW wished to rather belatedly in the meeting welcome MC to the committee and this was supported by all the committee.

RS questioned whether there is still money available from Chase Milton, wind turbines. MC will investigate this through SCPC.

AP mentioned that JP, although no longer a committee member, is still willing to help whenever required and will continue to put the road signs up.

**Date of Next Meeting-** Wednesday 3<sup>rd</sup> July 2019