

**MINUTES OF THE MEETING OF THE SAMPFORD COURTENAY VILLAGE HALL
MANAGEMENT COMMITTEE HELD AT THE VILLAGE HALL ON
WEDNESDAY 3rd MAY 2017**

PRESENT: Chairman Anthony Morris, Marilyn Weeks, John Palmer, Ann Palmer, Ralph Squire, Rosemary Lowe, Nicky Courage, Sandra Harper, Tony Harper, Joy Tucker, Bob Tucker

APOLOGIES: Terry Bulworthy, Claire Weeks, Deborah Taylor-Morris, Melanie Grounds

MINUTES of the meeting held on 5 April 2017 agreed and signed

MATTERS ARISING:

Accident book- there is now a new accident book which is located, together with the first aid kit, in the signed kitchen wall cupboard. An additional sign will be put up in the main hall advising users of the hall of their whereabouts.

Cleaning- RL has produced a cleaning checklist, which was proposed by AP and seconded by MW. The cleaner will work to this list in priority order during the 3rd week of each month. Committee volunteers will then cover outstanding cleaning during the 1st week of each month, unless it is deemed necessary to complete these tasks prior to a booking/event before the end of the month. In which case, we will need to be flexible with when this is done. Volunteer rota to be drawn up.

Heating funding- £1250.00 funding from the wind turbine is now available and will be issued by SCPC at their next meeting. The TAP funding cannot be issued until an invoice is produced. Purchase of heaters to be organised.

3.1 Positioning of shed- following discussion on where to position the shed later this month, it was decided that the final site should be easily accessible from the hall to minimise the distance heavy items would need to be carried, but avoid blocking the view from the kitchen windows.

3.2 Grass seeding- Thanks was expressed to Ashley Knott for providing grass seed. MW volunteered to help AM rake up old grass and move stones, additional volunteers were requested to help at 10am on Sunday 7th May.

3.3 Possible screening of fence and toilet- it was decided that no action was required and that the honeysuckle would be allowed to regrow.

3.4 Away day- it was decided following discussion, that the Away Day would not take place this year.

3.5 Painting of the exterior of the village hall- it was proposed that the exterior woodwork should be re-painted in the same colour or very similar(erring on the side of slightly darker red). David McClement has offered to lead the decorating, however the Committee will need to find volunteers to help. AP to discuss with DM number of volunteers required, then ask Terry to place advert in Roundabout asking for help.

3.6 Storage provision- the skittle boards, staging blocks and mattress will be stored in the shed once it has been erected, therefore freeing up space for storage of tables and chairs.

SECRETARY'S REPORT – It was agreed that the secretary would only need to highlight emails received, if Committee members had shown any interest in their content prior to the meeting. There was nothing further to report.

TREASURER'S REPORT –

Receipts – Easy fundraising £18.56, Church quiz £24.00, table tennis £14.50, skittles £57.00, Summer Ball

tickets £308.00, Easter bingo £208.16, hall hire £60.00, donation £15.00, sale of stone £420.00, Big Breakfast £308.50, May whist £52.60.

Expenses- AM (reimbursement for cleaner March) £20.00, April cleaning £20.00, EDF £34.00, loan repayment £60.00, Roundabout advert £54.00, move stone to store £30.00, drainage £2028.00, rosettes £50.55, May cleaning £20.00.

The balance of the current a/c is £3435.77

A direct debit has been set up for the business rates.

MW had made a comparison of electricity costs between EDF (our current suppliers) and OPUS, and it was decided that as OPUS's standing charge was higher, it was sensible to remain with EDF.

There is a potential to sell more of the surplus stone over the next couple of years.

It was highlighted that there is only a current a/c for the Village Hall and no deposit a/c, but it is felt that for the time being, with outstanding works still to be carried out, that putting money aside in a deposit a/c would not be sensible.

Maintenance and Improvements- AM has sprayed the weeds with weedkiller. Engineer to mend dishwasher to be arranged. PAT testing has been done.

Events and Lettings-

6/5/17 Dog show and car boot. Scones and help required. Promote Summer Ball and have tickets available to sell.

19/5/17 Quiz & Puddings night- puddings & help required.

25/6/17 Open gardens. Help required.

30/6/17 Summer Ball. Ticket sales have leveled out. Leaflets have been distributed and follow up calls will be made to each property to encourage further sales. A decision has to be made by 1st June as to whether sufficient tickets (60) have been sold to make event viable. Ideally, sales of 80 tickets would make the event profitable. All Committee members were requested to make efforts to sell more tickets. A reminder should be posted in the next edition of Roundabout.

The "Thank You" tea has been postponed until all refurbishment work is completed.

It was agreed that there would be a minimum charge of £6.00 per hour (or part thereof) for any bookings.

Various ideas for future events were suggested, including a ceilidh, an auction and a sea shanties evening.

Refurbishment- The guttering and drainage is now complete. The pile of stones have been removed. Currently outstanding is the car park and disabled access, wiring in kitchen to be tidied.

Any other business – Mouse trap to be positioned in bar area. Temporary sign to be put up indicating disabled access via the ladies toilet lobby.

Following discussion about the whereabouts of the ladders, it was decided that brackets should be put on the outside end wall for the ladders to be padlocked to. This will not be achieved before the next meeting.

The fire alarm was tested, the building evacuated, AP checking that no-one was left in the building.

Date of Next Meeting- Wednesday 5th June 2017