

MINUTES OF THE MEETING OF THE SAMPFORD COURTENAY VILLAGE HALL MANAGEMENT COMMITTEE HELD AT THE VILLAGE HALL ON WEDNESDAY 6th NOVEMBER 2019

<p>PRESENT: Marilyn Weeks, Nicky Courage, Bob Tucker, Deborah Taylor Morris, Anthony Morris, Ann Palmer, Ralph Squire, Michele Wilson</p> <p>APOLOGIES: Claire Weeks, Sandra Harper, Tony Harper, Joy Tucker, Shirley Reddaway, Mike Carpenter, Rosemary Lowe</p>	
<p>AP confirmed before the meeting commenced that anyone standing in for an absent member of the committee was welcome to do so, but would not be able to take part in any voting.</p> <p>Minutes of the meeting held on Wednesday 2nd October 2019 - MW proposed and RS seconded they be approved and signed by AM.</p> <p>MATTERS ARISING: None</p> <p>3.1 Review accident book- After a recent hiring several children were found to have splinters in their knees. The committee will survey the whole floor and will attend to any rough areas as necessary, however being an old floor and uneven it will be impossible to make it perfect. It was suggested that on the hiring agreement form it should be brought to hirers attention that there is a risk of splinters from an old floor. Letter to be sent to the parties involved to advise of the committees actions.</p> <p>3.2 Committee room heating update – The modification has been completed.</p> <p>Roof update- MC to speak to M Hedges about repairing the recently slipped tiles. AP advised that the grant from the Heritage Lottery fund is open ended. M Wilson has recently attended a fund raising training course and is willing to share her knowledge to help prepare a successful grant application. AM has agreed to continue helping with the grant application once she has resigned as trustee at the forthcoming AGM.</p> <p>S Blakeman has still not produced the roof specification. MW proposed that another surveyor should be engaged now to produce the specification, RS seconded this. AM to ask Ian Little for a ball park figure to re-roof, including his fees to provide a report.</p> <p>3.3 Risk assessment- The committee have so far been unable to find a suitable second hand shed. M Wilson advised that she had given her contact details to the people that supply the sheds for Exeter Christmas market in the hope that they will contact her if they have any sheds to discard.</p> <p>AM advised that certification for the electrics will follow shortly.</p> <p>3.4 Maintenance schedule- In view of the splinters incident recorded in the accident book, floor improvements should move up the list of priorities. An advert should be placed in Roundabout calling on anyone with useful skills to help maintain the hall.</p> <p>3.5 Hallmark- As food is not regularly prepared from raw ingredients on the premises, it is felt that there are no other relevant signs to be displayed. However, an allergen sign should be displayed when food is served, asking for people to advise the committee if they have an allergy or intolerance. The allergen book should continue to be filled in when the committee are serving food.</p> <p>3.6 Premises License- As a result of deregulatory changes that have amended the 2003 Act, a licence is no longer required.</p> <p>3.7 Baby Changing- It was agreed that baby changing facilities should be provided in the accessible toilet cubicle. DTM proposed and MW seconded this. DTM to source the unit. A notice should be displayed requesting the removal of all soiled nappies from the premises.</p> <p>3.8 VE Celebration update- M Wilson updated the committee on the progress so far and assured them that any pre-event expenditure would be covered by SCPC inclusion fund. This fund will then be reimbursed from any event profits. With profits from the Christmas Cheer event and pre- VE event ticket sales and also raffle ticket sales, it is hoped that all event costs will be covered. As all outdoor parts of the event can easily be transferred indoors, it is felt that even with bad weather the event can still be a success.</p>	<p>NC DTM</p> <p>AM</p> <p>AM</p> <p>NC</p> <p>DTM</p>

<p>3.9 Summer Ball 2020 update- Still trying to source a band, preferably a function band who play all the popular tunes. This needs to be organised before the New Year.</p> <p>3.10 Funding- M Wilson reiterated that she is willing to help with any funding applications.</p> <p>3.11 Cleaning- SH/TH this month.</p>	
<p>SECRETARY’S REPORT- NC is currently preparing the letters to the 6 representative organisations in readiness for the AGM. She will also place an advert in Roundabout, on the website and village noticeboard advising the public of the AGM. NC asked committee to be aware of scam emails being sent to committee and to delete them without opening.</p>	
<p>TREASURER’S REPORT – Receipts- Sept whist £44.50, private hire £33.00, wine tasting £215.00, Australia talk £91.50, October whist £39.50, Diving for Pearls £429.40, Yoga £54.00, table tennis £18.00, donation £2.50, private hire £55.50, electric meters £99.00, private hire £150.00, skittles £65.50 Expenses- Grass cutting £150.00, Roundabout advert £120.00, EDF (Oct) £39.00, paper towels (cash) £13.20, loan repayment (Oct) £60.00, insurance £1608.58, SWW £16.27, cleaning (Oct) £22.00</p> <p>Bank account balance £5647.55</p> <p>AP suggested again that money should be set aside for larger projects. MW advised that this has been looked into, discussed at the September 2019 meeting and put on hold until funds reach £10K plus.</p>	
<p>MAINTENANCE AND IMPROVEMENTS- nothing to report. This item will in future be incorporated as one item in Maintenance schedule.</p>	
<p>EVENTS AND LETTINGS- There are the usual weekly/monthly events plus, 8/11/19 Quiz and puddings, 22/11 Dance classes, 29/11 Honeychurch quiz, 1/12 Private hire, 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>Quiz and puddings – donations of puddings please. RS to run raffle with help. Puddings to be served in committee room</p>	
<p>PUBLICITY REQUIREMENTS- Christmas bingo – road signs required 2 weeks before. Honeychurch quiz- MW to organise publicity</p>	<p>JP MW</p>
<p>ANY OTHER BUSINESS-</p> <p>MW has seen an advert for a forthcoming sale of skittle boards on 16/11.</p> <p>DTM has produced this years Christmas quiz which she distributed amongst those present. DTM to email details to M Pratt to advertise on SCPC facebook and website. M Pratt will be able to hod a supply of quiz sheets to provide anyone requiring a copy.</p> <p>M Wilson advised that SCPC are currently looking to purchase a projector and screen to be used by any of the organisations within the village. She asked that provision could be made to securely store the equipment at the hall. Once purchased, she would like to start a regular film club at the hall.</p> <p>AP suggested that Easy fundraising should be relaunched, by reminding people via the village website, Roundabout and facebook how it works.</p> <p>RS pointed out that on 12/12/19 the usual table tennis and tap dance hire would not be able to take place, as the hall will be used for election voting. DTM to notify hirers. It should be suggested that the committee room be used for voting, as it will be easier to heat.</p>	<p>DTM</p>
<p>Date of Next Meeting- Wednesday 4th December 2019</p>	