

**MINUTES OF THE MEETING OF THE SAMPFORD COURTENAY VILLAGE HALL  
MANAGEMENT COMMITTEE HELD AT THE VILLAGE HALL ON  
WEDNESDAY 4<sup>th</sup> OCTOBER 2017**

**PRESENT:** Anthony Morris, Tony Harper, Sandra Harper, Terry Bulworthy, Marilyn Weeks, Rosemary Lowe, Nicky Courage

**APOLOGIES:** Ralph Squire, Deborah Taylor Morris, Claire Weeks, John Palmer, Ann Palmer, Bob Tucker, Joy Tucker

**MINUTES** of the meeting held on 6<sup>th</sup> September 2017 were agreed and signed by T Harper.

**MATTERS ARISING:**

**3.1 Accident book-** this was reviewed and noted that no accidents had been recorded.

**3.2 Heating-** the sub committee had met on 26 September, and discussed what needed to be updated in the information and instructions sent to hirers. Following this TB had produced a floor plan of the hall, which he still has amendments to make to it. Once done, he will re write the instructions sent to hirers. The committee expressed their thanks to him for spending so much time producing this useful floor plan. Whilst making the review, it was noted that it may be necessary to make appropriate changes to the location of some of the light switches. The TAP funding towards the heating has not yet been received.

**3.3 Mariners Away-** Saturday 25<sup>th</sup> November. The band will require payment of £60.00, plus supper and 2 beers per member. The ticket price will be £8.00 to include supper (jacket potato with topping). SH has arranged a licence for the bar and will organise the catering for the evening. TB has placed an advert in OKE links, on village website and in Roundabout, and will repeat this advert in the November edition of Roundabout. TB will also produce posters for the event and distribute them amongst committee members. JP to be asked if he can put up road signs for both this event and also the Quiz and Puddings evening 2 weeks earlier. SH asked for volunteers to help in kitchen on the evening. JT has previously offered to help. NC not available but will ask Mel Grounds if she can. MW will print tickets and distribute to all those who are selling tickets in advance. There will also be a raffle.

**3.4 Cleaning-** the new cleaner will not be able to take up the position now, so it was decided that an advert for the position should be placed in North Tawton Post Office and Mole Avon. TB proposed the purchase of a Henry vacuum cleaner, SH seconded this and it was agreed that MW would source and purchase asap.

**3.5 Grand Summer Fete 2018-** the date for this is confirmed as 16 June 2018. SH to ask Culverhayes whether they would like to be involved with the working party, before setting a date and venue for the first meeting.

**3.6 Kitchen Cupboard Equipment & Inventory-** AM agreed to purchase a set of colour coded chopping boards and a blue roll paper towel holder from Nisbets in Exeter. It was decided that thermal labeling tape should be used to label the contents of the cupboards to make it easier for hirers to locate items more easily.

**3.7 Shufflebones and Antartic talk-** the dates for these two events in 2018 were noted and it was agreed to discuss them in more detail at the next meeting. Antartic talk Saturday 20<sup>th</sup> January 7.30pm and Shufflebones Saturday 3<sup>rd</sup> February.

**3.8 Review Bank Account-** the signatories on the account have now been altered. However, it was felt that it may be worthwhile considering alternative accounts, perhaps with an online facility, to enable checking statements more easily. MW will look into this.

**SECRETARYS REPORT** – an email had been received from SCPC clerk firstly asking for the Village hall committee to be made aware of the Flower Show Meeting on 11 October. Secondly, a request had been made to display a framed A0 sized parish map on the wall of the committee room. The committee pointed out that they have previously been reluctant to clutter the walls with pictures and maps, but understood the need for SCPC to be able to refer to a parish map during planning meetings. Having considered the measurements of the map and suitable places to hang it, it was agreed that the map would be allowed, providing the Village hall committee were able to stipulate where it was positioned. NC to email M

Pratt to advise.

The Village Hall Wedding Company had sent an email promoting their new venture. This had been forwarded to the rest of the committee, who agreed it may be worth looking at. TB asked that a copy of this email could be forwarded to him again, as he had missed it first time round.

BT and JT are happy to help with the Mariners Away event and also are willing to go on a “people to give jobs to” list for next year’s Summer Fete.

#### **TREASURERS REPORT –**

**Receipts** – September whist £44.00 (£4.00 taken out for printing whist cards), SCPC hire £96.00, tap dance £24.00, table tennis £18.00, September bingo £42.72, skittles £59.50, October whist (not included in bank balance) £23.08.

**Expenses**- St Peters church (advert in Roundabout) £108.00, Mr Davey (2<sup>nd</sup> half grass cutting) £150.00, loan repayment £60.00, WDBC rates (Oct) £11.00, EDF (Oct) £18.00, WDBC (bar licence Mariners Away) £21.00 (not included in bank balance).

The current bank balance is £4746.89.

Following the most recent electric meter reading, EDF have raised the monthly direct debit from £18.00 to £42.00.

T Davey has indicated that he is willing to cut the grass in 2018 for £300.00 again. MW will confirm with him when sending the cheque for grass cutting in 2<sup>nd</sup> half of 2017, that the committee accept this providing the grass is cut regularly and all clippings are removed.

**MAINTENANCE AND IMPROVEMENTS**- The hand basin in the kitchen is now operational, the dishwasher door is fixed and the fire extinguisher has been mounted on the kitchen wall. There was a discussion regarding the guttering which needs to be completed. AM to contact builder who was putting it up, before making alternative arrangements.

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

In addition to the regular bookings, the hall has also been booked for a funeral gathering on 5/10/17, Quiz and puddings evening 10/11/17, Terry and Rita’s wedding anniversary celebrations 17/11/17 and the Mariners Away event on 25/11/17, Antarctic talk 20/1/18 and Shufflebones 3/2/18.

The 13<sup>th</sup> and 27<sup>th</sup> January 2018 were suggested as dates for the next skittles evening. MW to arrange.

AM & DTM to run October bingo.

November whist will be run by Martin and December whist by Rosemary.

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

Before the next skittles evening, an old mattress will need to be found to replace the one discarded before the Summer Ball.

Any unsold calendars are to be brought to the November meeting.

A reminder that we should ensure that any items lent out from the village hall should be checked back in to avoid anything going missing.

**Date of Next Meeting-** Wednesday 1<sup>st</sup> November 2017