

**MINUTES OF THE MEETING OF THE SAMPFORD COURTENAY VILLAGE HALL  
MANAGEMENT COMMITTEE HELD AT THE VILLAGE HALL ON  
WEDNESDAY 3<sup>rd</sup> OCTOBER 2018**

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

**APOLOGIES:** Claire Weeks

**MINUTES** of the meeting held on 5<sup>th</sup> September 2018. SH proposed and MW seconded they be approved and signed by AM.

**MATTERS ARISING:** None

**3.1 Accident book-** Nothing to report.

**3.2 Hallmark-** MW has had no response from M Rich to her email with proposed dates for the Hallmark assessment. She will follow this up and also re-send the list of Hallmark requirements to those concerned

**3.3 Committee room heating update-** AM has spoken again with the heating company who have made a couple of suggestions, neither of which are suitable solutions to the problem. He has carried out the tests requested to make sure the heaters are actually working and will report back to the company that they are. AM will continue to push for a representative from the company to carry out a site visit.

**3.4 Cleaning-** The cleaner has requested to not be paid by cheque. It was agreed that MW will set up a standing order for future payments. RL will clean in October, SH in November, during the 1<sup>st</sup> week of the month, along with the cleaner coming in the 3<sup>rd</sup> week. SH will distribute the cleaning rota again for reference.

**3.5 Tedburn St Mary Community Choir-** 19 October 2018 at 7.30pm. Tickets have already been sold for this event and JP requested that the committee all sell tickets in advance (4 per committee household). All posters have been displayed and road signs are up. Advert in Roundabout and Oke Links again this month. The bar licence has been received. BT agreed to run the raffle.

**3.6 Refurbishment of Village Hall- an offer -** C Coleman's offer to source substantial funding for a major refurbishment of the village hall was discussed at great length. It was agreed to thank him for his kind offer but it is not something the Village Hall Management Committee wish to consider at this present time.

**SECRETARY'S REPORT-** In addition to receiving the same emails that the rest of the committee have received, the only other communication received was from Hary Bonnell, Community Project Officer, at Devon Communities.org, looking for local events at which they could set up a stand to promote Smart Meters. The committee agreed that this was not something we could accommodate, but would display one of their posters on the notice board.

**TREASURER'S REPORT –**

**Receipts-** Table tennis £12.00, tap dance £16.00, yoga £12.00, September bingo £26.50.

**Expenses-** EDF energy (Sept) £59.00, RGB (guttering) £527.99, licences for 2 events £42.00, Roundabout (advertising) £120.00, loan repayment (Sept) £60.00.

Bank account balance £9620.83

Also received in October were £40.00 October whist and £434.40 Diving for Pearls event, which are not included in the above bank balance.

EDF payments will be changing from £45.00 pm to £39.00pm

The Buildings and contents insurance premium will be increasing to £854.27 + £102.51 insurance premium tax at renewal on 1/11/18.

As the invoice for the work on the car park has not yet been received, it was decided that it would be sensible to hold

back on proceeding with any future works ie the building of the electric meter cupboard.

#### **MAINTENANCE AND IMPROVEMENTS-**

There were no new entries in the maintenance log.

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

In addition to the usual regular events, there will also be a SCPC open meeting on 23/10/18, Tedburn St Mary Community Choir 19/10/18, Quiz and Puddings 9/11/18, Honeychurch Fundraising Quiz 30/11/18.

DTM suggested that when she is on holiday that someone else should take charge of the events diary, as there had been problems during her recent holiday of hall bookers having difficulty in making alterations to their bookings. It was agreed that other arrangements would be made as and when required.

#### **PUBLICITY REQUIREMENTS-**

Posters and road signs are required for the quiz and pudding evening following the Tedburn St Mary Community choir concert.

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

CW would like to borrow the tea light holders- this was agreed.

Allergens book- the committee were reminded that this needs to be completed whenever food is served at the hall.

SH & TH are unavailable from 8/10 to 12/11.

**Date of Next Meeting-** Wednesday 7<sup>th</sup> November 2018