

**MINUTES OF THE MEETING OF THE SAMPFORD COURTENAY VILLAGE HALL  
MANAGEMENT COMMITTEE HELD AT THE VILLAGE HALL  
ON WEDNESDAY 2<sup>nd</sup> OCTOBER 2019**

**PRESENT:** Sandra Harper, Tony Harper, Marilyn Weeks, Nicky Courage, Bob Tucker, Joy Tucker, Shirley Reddaway, Deborah Taylor Morris, Anthony Morris, Mike Carpenter, Rosemary Lowe

**APOLOGIES:** Claire Weeks, Ann Palmer, Ralph Squire

**Minutes** of the meeting held on Wednesday 4<sup>th</sup> September 2019 - MW proposed and TH seconded they be approved and signed by SH.

**MATTERS ARISING:**

**3.1 Review accident book-** nothing to report

**3.2 Committee room heating update** – work is scheduled to commence w/c 14/10/19.

**Roof update-** S Blakeman has not produced the specification yet. The committee are not happy with the length of time that has elapsed since requesting this, and ask BT to email S Blakeman requesting we receive it no later than the end of October, otherwise we will have to go elsewhere. NC to email AP asking if the grant is still available.

**3.3 Risk assessment-** MC has completed this and 3 items need addressing. 1) AM is requested to complete the testing of the main electrical system 2) AM is requested to carry out the annual PAT testing 3) BBQ and gas bottle need to be stored in a suitable area undercover. The committee agreed that it was time to invest in a shed to store this, the skittle boards and occasionally the staging. MC suggested that a shed at least 8' X 10' is required. All committee members to look out for a secondhand shed. MW will ring the 2 adverts she has seen in the Okehampton Times.

**3.4 Maintenance schedule-** MC has drawn up a detailed maintenance schedule to cover works required to the village hall over the years to come, the time due and frequency of works and an estimate of funds required to complete the same. Based on this, he arrives at the conclusion that profits from lettings and events will need to exceed £600.00 per month in order to meet the expenditure required (excluding the roof refurbishment). He suggests that the committee should seek to encourage younger members of the community to join the committee, bringing with them useful skills and plenty of energy to help maintain the building. JT suggested that a register of names and skills within the village and local area would be useful. SH suggested that hiring fees should be reviewed at the AGM. The Maintenance Schedule will remain an agenda item every month.

**3.5 Hallmark-** NC advised that the Food Standards Agency does not require registration from village halls if food is only handled, prepared, stored or served occasionally and on a small scale. NC will look at what other relevant signs are available, if any, to display in the kitchen.

**3.6 Premises License-** NC will check that the premises license allowing entertainment/music is current.

**3.7 Roundabout-** It was agreed that the advert would be renewed for another year. MW to pay invoice. NC to advise Richard & Hilary to renew the advert.

**3.8 Aussie talk and Diving for Pearls- Aussie talk** – MW to do raffle and provide float, RL refreshments, AP door entry, NC & JT to bake biscuits/cakes. NC to set up table with beer/wine/soft drinks for a donation. **Diving for Pearls** – AM to run bar with help from Mel Grounds, AP/JP to do door entry/ raffle, NC/KC to set up.

**3.9 VE celebrations-** NC reported back to the committee from the meeting held on 25/9/19, the menus chosen for the ration book supper and the street party lunch. NC asked that anyone who has, or knows someone with, surplus windfall apples, not to discard them, but let her have them to freeze down ready for the apple crumbles. RL is arranging Craft Stallers and believes that £15.00 per table is too much, so will pitch in mid way at £12.50. MC is to organise Fete part of Saturday.

**3.10 Summer Ball 2020-** AM has made contact with All Bar One who are no longer playing together. However, a new band has formed which AM will listen to prior to booking. They are an 8 piece band and will charge £175.00 plus drinks from the bar for the evening, if booked. The caterers will be charging £24.00 per head to provide and serve a 2 course meal plus canapes, in addition to serving our drinks. A sub committee of AM, DTM, SH and MW was formed. MW will ask CW if she would like to join the sub committee.

**3.11 Cleaning-** RL this month. AM will advise the cleaner that she needs to ring Deborah in advance of cleaning each month, to check that there is no booking.

**SECRETARY'S REPORT-** A "Thank you" has been sent to M. Pratt re : Flower and Produce Show. Various emails have been received in the last month, all of which have either been shared with the committee at the time of receiving, or discussed and actioned earlier in this meeting.

**TREASURER'S REPORT –**

**Receipts-** Hire of skittle boards £25.00, donation for food from BBQ £5.00, hire (airband) £15.00, yoga £12.00, wine tasting event £45.00.

**Expenses-** Cleaning (Sept) £22.00, printing of whist cards £3.00, raffle books £4.00, reimburse for fire signs/playing cards £12.68, EDF(Sept) £39.00, loan repayment (Sept) £60.00.

**Bank account balance £6401.20**

Gillian Townsend Green to be reimbursed for paper towels (cash payment please).

EDF- MW has signed up for another 18 months with this supplier. There will be 1 more payment of £39.00 and then from November it will be £42.00 per month.

It is time to renew the insurance. MW will advise the insurers to revise the sum assured to £1.2M as per the report from MC.

MW asked NC to thank M. Wilson for the wine tasting event.

**MAINTENANCE AND IMPROVEMENTS-** MC and BT have draught proofed the fire door in the committee room, mended the broken table and eased the gents cubicle door. AM proposed thanks to MC and BT for the work done.

**EVENTS AND LETTINGS-**

There are the usual weekly/monthly events plus,

5/10/19 The Blushing Gum Tree & other Australian tales, 6/10 private hire, 12/10/19 Diving for Pearls, 17/10 private hire, 18/10 private hire, 25/26/27 October private hire, 2/11 Skittles, 8/11/19 Quiz and puddings, 29/11 Honeychurch quiz, 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.

**PUBLICITY REQUIREMENTS-** Quiz and puddings advert to be put in Roundabout, Oke links and on website.

**ANY OTHER BUSINESS-**

MC confirmed that if there are 10 sign ups to Airband, the hall will be provided with free internet, which will be a great opportunity for future lettings.

MC advised that M Wilson will shortly be attending a training course on fund raising. He suggested it would be worth hearing what opportunities are available.

SH nominated AM to attend the SCPC Open meeting and represent the village hall, as she will be away at the time. AM to confirm what is expected in terms of a presentation with M Pratt.

MW asked for suggestions for future events. Ideas noted were a Saturday lunchtime Soup and Puds, a murder mystery evening and a Bavarian night. NC will check on availability of Bavarian Oompah band.

SH asked MC to explain what the SCPC certificate of merit is that has been awarded to her.

RL pointed out that in MCs Report and Maintenance Schedule he incorrectly named Bulland Lane behind the hall as Cliston Lane and that the lane in front is Chapel Lane.

SH/TH are away from 8-11<sup>th</sup> November.

**Date of Next Meeting-** Wednesday 6<sup>th</sup> November 2019