

**MINUTES OF THE MEETING OF THE SAMPFORD COURTENAY VILLAGE HALL
MANAGEMENT COMMITTEE HELD AT THE VILLAGE HALL ON
WEDNESDAY 4th SEPTEMBER 2019**

PRESENT: Sandra Harper, Tony Harper, Marilyn Weeks, Nicky Courage, Bob Tucker, Joy Tucker, Ralph Squire, Shirley Reddaway

APOLOGIES: Claire Weeks, Deborah Taylor Morris, Mike Carpenter, Anthony Morris, Rosemary Lowe, Ann Palmer

Minutes of the meeting held on Wednesday 7th August 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 – SCPC thanked AM for his invoice which has been approved for payment. As previously agreed the VAT claimed back will be debited to the earmarked reserves for the village hall. The asset will sit on SCPC register for audit purposes but will be gifted and become a village hall asset after an appropriate amount of time advised by their accountant.

3.3 Roof update- BT has received an email from S Blakeman with apologies for not responding sooner. He is away now for 1 week but will prepare a quote upon his return. BT will continue to pursue this.

3.4 Health & Safety Policy & Risk Assessment- MC requested by email that the Health and Safety document be approved by the committee. MW proposed that it be adopted and SH seconded this. MC will now prepare the annual Risk Assessment.

3.5 Hallmark- MW has purchased various signs for the hall which she will put up. NC agreed to check rules for village halls with Food Standards Agency, and see if any further signage is required in the kitchen.

3.6 VE celebrations- SH reported back to the committee from the VE celebrations committee, giving a taster of what is planned for the weekend. The committee were advised that they had been made responsible for co-ordinating the food for the Friday supper, the Saturday lunch and the Sunday cream teas with help from other members of the Parish.

3.7 Summer Ball 2020- A deposit of £300.00 has been paid to Oaktree Occasions for catering.

3.8 Aussie talk and Diving for Pearls- NC advised that posters will be emailed shortly for distribution. Light refreshments will be served at the Aussie talk and there will be a raffle. Bar licence required for Diving for Pearls. SH will be away for this event, so check with AM to see if licence can be in his name. Road signs will be required.

3.9 Cleaning- MW/NC this month.

SECRETARY'S REPORT- NC has advised Tami @ refuge4pets, that the hall committee are in favour of her displaying a poster in the hall. She will drop one by when next passing.

MC has undertaken the buildings insurance check and found the figure to be significantly higher than the current value. In view of the difference he recommended an independent assessment. He has asked a quantity surveyor to have a look at it for his comments. JT suggested that MC investigate through Devon Communities together what help there is with valuing village halls for insurance purposes, as this was a topic at the recent meeting she attended. SH agreed to check whether the hall is in or out of the conservation area.

NC read out the email she had received from M Wilson which covered several topics (as several committee members were absent from the meeting, NC will forward a copy of this to all committee members for their information). As SH will be away at the next SCPC open meeting, JT agreed to prepare a presentation outlining an overview of what the VHC are planning, what our current risks are and where public support is required. This will be an agenda item at the next meeting, to offer clarity to the presentation.

TREASURER'S REPORT –

Receipts- Table tennis £11.80, BBQ/Skittles £234.20, deposit for wedding £100.00, flower show £400.40

Expenses- Bar licence £21.00, soft drinks £59.21, Oaktree Occasions (deposit Ball) £300.00, loan repayment (Aug) £60.00, SWW £8.91

Bank account balance £6439.88

MW asked NC to send “Thank you” to M. Pratt & team of helpers for brilliant Flower Show.

MW has investigated deposit accounts available for Village Hall funds. Lloyds can offer 0.05% on balances up to £10K. It was agreed that for such a small return on our current balance, it was not beneficial to open another account at this time. Balances over £10K attract a slightly higher interest rate.

EDF tarif ends on 30/9/19. MW will investigate BULB as an alternative to the new tarif EDF are offering.

MW asked for the committee to approve reimbursement for the signs and whist playing cards she had purchased. This was agreed.

MW pointed out that there is bar stock remaining from the BBQ for future events..

MAINTENANCE AND IMPROVEMENTS-

There are no new records in the log.

MC and BT will attend to the committee room fire door (draught excluder) and broken table in store room upon MC’s return from holiday.

MC/BT

EVENTS AND LETTINGS-

There are the usual weekly/monthly events plus,

14/15 Sept. private hire, 21/9 wine tasting, 27/9 private hire, 5/10/19 The Blushing Gum Tree & other Australian tales, 6/10 private hire, 12/10/19 Diving for Pearls, 25/26/27 October private hire, 6/11 Skittles, 8/11/19 Quiz and puddings, 29/11 Honeychurch quiz, 18/12 Christmas bingo, 7/3/20 Big breakfast, 28/3/20 Exbourne community choir.

PUBLICITY REQUIREMENTS-None other than those mentioned above.

ANY OTHER BUSINESS-

BT to talk to MC re: outside light.

MW has sent a thank you card to Jenny for painting the gate.

JT reported that Michele Wilson has increased the number of people to sign up for village event updates from the website.

BT reported that there had been more sign ups for Airband in the village at the last meeting. Airband have offered to install free Airband at the village hall, if 10 villagers sign up for the service.

BT/MC

Date of Next Meeting- Wednesday 2nd October 2019