

**MINUTES OF THE MEETING OF THE SAMPFORD COURTENAY VILLAGE HALL
MANAGEMENT COMMITTEE HELD AT THE VILLAGE HALL ON
WEDNESDAY 4 JANUARY 2017**

PRESENT: Chairman Anthony Morris, Sandra Harper, Deborah Taylor Morris, Marilyn Weeks, Tony Harper, John Askew, Rosemary Lowe, Terry Bullworthy, Nicky Courage

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

MINUTES of the meeting held on 7 December 2016 agreed.

MATTERS ARISING:

ELECTION OF OFFICERS AT 7 DECEMBER 2016 MEETING – It was noted that AP and RS were co-opted at this meeting. AM to pass on list of all representatives and co-opted to NC.

CLEANER – Andrea Piper will come to discuss position of village hall cleaner during January.

THE ACCIDENT BOOK was reviewed and no accidents were reported.

THE DISHWASHER was repaired by an engineer before Christmas. TH will now adjust the brackets on the outside facia to enable the dishwasher to work properly.

PROJECTOR AND LOOP SYSTEM – TB has made an interim analysis of the 3 quotes he has received and finds them to be quite variable, so will continue to investigate and report back to next meeting. AM to ask JP about a further quote which was provided previously.

OPEN DAY – to be discussed in greater detail at sub-committee meeting to be held at DTM's on Tuesday 17/1/17 (7.30pm).

HEATING FUNDING – check with SCPC whether TAP funding application has been made.

HALLMARK – MW and SH to report back to March meeting with a status update.

SECRETARY'S REPORT – Nothing to report.

TREASURER'S REPORT – Last year's accounts are now on the village website.

Receipts – Easy fundraising £39.61, Blue Peter talk £143.00, Christmas Bingo £137.85, January Whist £20.85, Table Tennis £5.00, Christmas Market trip £40.00.

Expenses:- the cost of the coach trip was £550.00 which recognised a reduction of £49.00.

Dishwasher £68.00, Audit fee £41.97, food supplied for event £10.00, clip frame £10.99.

The current bank balance is £3773.30.

JA to send Hatherleigh Players a replacement cheque.

TB queried whether it is necessary to have the accounts audited, and was advised that although it is not mandatory, it is thought to be good practice and possibly a requirement of Hallmark.

JA is currently in process of arranging MW and AM as signatories on the bank account.

JA advised that the Discretionary Rate Relief application has been sent off.

MAINTENANCE AND IMPROVEMENTS – Dishwasher has been mended. Outside light switch and oven switch have been repaired by AM. AM has purchased Key Safe which he will now locate by the door in the porch. AM to replace faulty floodlight lamp bulb. There was a discussion regarding pictures/photos being put on the newly decorated walls. It was felt that the displays should be removeable in case it was regarded at any point to be inappropriate to be displaying them. RL will arrange to bring photos up from the Church Rooms, which will enable the committee to decide where they and also the Britain in Bloom photos should be hung.

EVENTS AND LETTINGS – Normal Whist, Bingo and SCPC meeting. Table Tennis have booked weekly for the whole year. Devon County Council elections have booked 4/5/17. Flower club resumes 13/2/17. Produce show booked for 20/8/17, Quiz and Puddings Friday 19/5/17, Dog Show 6/5/17.

More events need to be organised for the coming year to raise funds, and all members of the committee were asked to share their ideas with each other outside of the meeting and report back as soon as possible.

DTM to run Bingo on 18/1/17 as usual, with AM assisting.

REFURBISHMENT – AM to arrange 2 more quotes for drain work. Scaffold boards to be removed by AM.

ANY OTHER BUSINESS – TB asked how Village Hall is currently marketed and made suggestions on how to improve advertising in the future. It was suggested that the diary of events and lettings should be displayed on the website so that anyone wishing to book the hall would know when it was available. TB nominated as publicity officer. Architects plan of the building to be made available to TB, so an autocad diagram of the building can be used in promotional literature. MW has advised E. Devon Ramblers association that it is ok to park in Village Hall car park for their Devonshire Heartland Way walk.

It is understood that there is now more funding for Villages in Action, AM to investigate.

NEXT MEETING – WEDNESDAY 1/3/17 as annual meal at New Inn will be held on 1/2/17 (SH organisng).