

**MINUTES OF THE MEETING OF THE SAMPFORD COURTENAY VILLAGE
HALL MANAGEMENT COMMITTEE HELD AT THE VILLAGE HALL ON
WEDNESDAY 7 DECEMBER 2016**

PRESENT: Chairman Anthony Morris, Sandra Harper, Ralph Squire, Ann Palmer, Deborah Taylor Morris, Marilyn Weeks, Tony Harper, Claire Weeks, John Askew, Terry Bulworthy, Nicky Courage

APOLOGIES: John Palmer, Rosemary Lowe.

MINUTES of the meeting held on 2 November agreed.

MATTERS ARISING:

No matters arising.

ELECTION OF OFFICERS

CHAIRMAN - Anthony Morris, proposed by SH and seconded by AP.

VICE CHAIR - Tony Harper, proposed by RS and seconded by AM.

TREASURER – John Askew, proposed by MW and seconded by AM. MW agreed to take over as Treasurer after a handover period.

SECRETARY – Nicky Courage, proposed by AM and seconded by SH.

THE ACCIDENT BOOK was reviewed and no accidents were reported.

GRANT FOR AUDIO EQUIPMENT- awaiting 3rd quote. TB to look over quotes and meet with Stage and Engage.

THE AWAY DAY to Bath was successful, with the weather being good and excellent support from Exbourne. Only 2 people cancelled prior to the trip and a further 2 did not show on the day. It was agreed that if there were sufficient funds remaining, that the 2 cancellations (due to ill health) would be refunded.

HEATING IN MEETING ROOM is awaiting funding from the TAP fund.

ANY OTHER MATTERS – AM had received letter from Marion Pratt re: Hallmark. MW & SH to report back in New Year as to what remains to be done to achieve levels 1 & 2. There are currently 2 insurance companies who offer reductions once levels 1 & 2 are achieved, however they are not necessarily the cheapest options to start with. The current insurer does not offer any discounts.

SECRETARY'S REPORT - NC was nominated as first point of contact for any incoming correspondence.

TREASURER'S REPORT –

Receipts – Donation £25.00. Hire:- Honeychurch PCC + sale of potatoes £20.18, table tennis (5) £31.00, SC flower club (year) £175.00, SCPC £54.00, children's party 5/12/16 £50.00, tap dance £18.00. Skittles £54.00, Nov. whist £27.00, Christmas Market trip£700.00, Quiz/puds £72.00 and £290.92, Nov. Bingo £17.00 Gift aid repayment £25.00, All Bar One £321.06.

Expenses:- EDF £34.00, Squire loan repayment £60.00.

The current bank balance is £4381.80.

Signatories to be updated on bank account to include JA, TH, CW (existing signatories) and AM, MW (new signatories). The rateable value of the hall will increase once the building regulations have been signed off. MW to take over responsibility as Treasurer when JA finishes.

MAINTENANCE AND IMPROVEMENTS – there is a problem with the chairs being stacked incorrectly at the end of events, which is leading to chair legs getting bent. Everyone to monitor and advise helpers on best way to stack to avoid damage. Outside light switch is sticky and oven switch not working, AM to repair. Dishwasher not working properly at present, AP will organise a repair in the New Year but in the meantime a notice will be put up to advise not to switch off at the wall until the programme is finished.

EVENTS AND LETTINGS – There had been a few complaints regarding the heating. Dates must be double checked before printing/advertising, as recently incorrect dates had been published. A press officer should be considered for future advertising. There had been a drop off in numbers attending monthly Bingo, and it was suggested that there may be more support if Bingo events were reduced to perhaps 3 per year. A previously booked wedding event had been cancelled recently, with no reason given, but it was felt that perhaps a larger venue may have been required or cleanliness of the hall could have been an issue. Alex Leger, Blue Peter talk to take place on Saturday 10 December. Tap dancing to take a break until March 2017, Parish Council meeting scheduled for January 2017. January meeting to discuss events for next 6 months and advertising in OKE LINKS. 1st February 2017 meeting to be replaced by annual meal at New Inn with spouses.

REFURBISHMENT – JA & AM to collect together all receipts relevant to the fixtures & fittings in the refurbished kitchen, as these are required for the Awards for All Grant.

CLEANING THE HALL – The check list is to be updated. It was agreed that SH would contact a cleaner in the New Year to arrange a trial period of cleaning for 3 months.

ANY OTHER BUSINESS – Further repairs to the roof to be assessed and carried out.

SH is arranging for the photos taken on the Away Day to be laminated prior to being mounted in the clip frame.

MW has been approached by E. Devon Ramblers Association who would like to park at the village hall late pm on 17/3/17 & 21/4/17.

TB suggested a basic lighting bar be installed for any user of the hall to hang their lighting equipment on.

JA noted that all trustees are responsible for expenditure.

There are a choice of dates for the grand opening 10th or 24th June 2017. 24th June is the preferred date. A sub committee will meet on Tuesday 17/1/17 to discuss the event.

NEXT MEETING – WEDNESDAY 4/1/17