

**MINUTES OF THE MEETING OF THE SAMPFORD COURTENAY VILLAGE HALL MANAGEMENT
COMMITTEE HELD ON WEDNESDAY 4th NOVEMBER 2020**

<p>PRESENT: Joy Tucker, Bob Tucker, Mike Carpenter, Marilyn Weeks, Nicky Courage, Rory Robinson, Lynn Robinson</p> <p>APOLOGIES: Deborah Taylor Morris, Anthony Morris, Sandra Harper, Rosemary Lowe</p>	
<p>MINUTES of the meeting held on Wednesday 7th October 2020 - were approved by the committee and signed by JT.</p> <p>3 MATTERS ARISING:</p> <p>The Pumpkin trail had been a successful event with many positive comments received.</p> <p>JT advised that she will be standing down as chair at the AGM. However, she will remain on the committee.</p> <p>It was agreed that following Veronica Matthews recent involvement with the committee, JT should approach her about joining the committee.</p> <p>4 Review accident book- Nothing to report</p> <p>5 Roof update – The committee agreed the draft format of the Certificate of Appreciation to be sent to all donors.</p> <p>The roof committee had discussed the benefit of having a visual display of funds raised so far in the form of a thermometer. This could possibly be sited in various locations around the village. MC will approach Dave Viggars about constructing it and John Palmer to paint and do numbering/lettering.</p> <p>MC is keen to take the model out on the road beyond the parish to raise funds. MW suggested that the idea of a Grand Draw may engage the public more than just asking for donations. The committee agreed this was a good idea.</p> <p>Geoff Hodgkinson has been photographing Roof-us, to be included in the video which is coming together. However, more photos/videos are still required of the hall and previous events. MC will ask John Palmer if he would be willing to front/narrate the video.</p> <p>The committee has been advised that if there is a small part of the project that could be done before the end of March 2021, it may be possible to obtain a £2000.00 grant from the James McInnes' Locality Fund. It was agreed that with money already raised, this could fund the replacement of the large window. MC will obtain separate quotes for this to ensure best value for money.</p> <p>6 VAT- The committee has sought advice from a local accountant, who has provided a very detailed report (circulated to all on the committee) on the pros and cons of registering. The report makes it quite clear that it will not be possible to reclaim all of the VAT for the roof project because of the mixture of VAT rates. The report was discussed at length by the committee and it was unanimously agreed not to register the Village Hall for VAT.</p> <p>7 Maintenance schedule (including review of maintenance log)- Nothing in log.</p> <p>It has been noted that the gully outside the new entrance door is blocked and needs clearing and the deep puddles in the car park need filling in. MC & RR agreed to action these.</p> <p>8 Hallmark – MW has printed the Food Handlers notice that is required. MW/NC/AM/DTM need to meet when possible to discuss other requirements that were noted following MW/NC meeting previously.</p> <p>9 COVID- latest news and situation- JT thanked RR/LR for ensuring the hall is Covid safe and following all current guidelines. With now a 4 week national lockdown from 4th November the hall</p>	<p>MC</p> <p>MC</p> <p>MC</p> <p>MC/RR</p> <p>MW/NC/AM/DTM</p>

<p>will not be used until restrictions are eased.</p> <p>10 Facebook page- MC has put Kelly Vallance in touch with Marion Pratt, to organise access to the village Facebook page. She will liaise with D. Botting Page re: content regarding the roof fundraising. NC to thank Kelly for agreeing to help with Facebook.</p> <p>Twitter is being handled by Martin Morrisey.</p> <p>11 Reuse and Recycle Sale- MW hasn't spoken to Robert Pyle yet about holding an auction, but will still endeavour to do so. However, she had seen advertised in OKE Links a Pink Ladies Silent Auction and wondered whether we could run something along those lines.</p> <p>12. Fruit Tree Planting- There will be a site meeting on 14th November to discuss this further.</p>	<p>NC</p> <p>MW</p>
<p>SECRETARY'S REPORT- NC apologised for overlooking updating the village website with September and October's minutes, which has now been done. Also, that October's minutes had not been sent to roof committee members as previously agreed, but in future will be. NC continues to receive regular updates from Easyfundraising and will work with Marion/Kelly (facebook) and Julie (website) to promote this further.</p> <p>It is time to prepare for the forthcoming AGM and letters must be sent to the relevant organisations re: their representatives. We still have no representative for the Young Farmers. MC will ask Raymond Squire whether any of his family would be interested in becoming a Young Farmers representative on the committee. BT will do so the same with John Horne's family.</p>	
<p>TREASURER'S REPORT –</p> <p>Receipts- Yoga £49.00, hall hire £91.00, Donations (Roof-us) £550.00, Pumpkin Trail £300.00, sale of Roof-us badges £8.50</p> <p>Expenses- SCPC (use of Zoom) £12.00, Insurance £1647.75, EDF (Nov) £50.00</p> <p>Bank account balance £16,605.80</p> <p>MW is still awaiting notification from CAF bank regarding the opening of the account. Amazon Smile has acknowledged that set up, linked to our bank account, is complete. MW has checked our registration for Gift Aid with HMRC and found that J Palmer is still noted as the authorised person to administer this. She has completed the relevant form to update this.</p>	
<p>EVENTS AND LETTINGS- It is still hoped that the Christmas Cheer/ Bazaar will be able to go ahead on Saturday 12th December. The committee agreed to provide refreshments for this event, at the hall(to be discussed at the next meeting).</p>	
<p>PUBLICITY REQUIREMENTS- Marion Pratt will be organising advertising for Christmas Cheer/ Bazaar.</p>	
<p>ANY OTHER BUSINESS-</p> <p>LR suggested that for future events posters should be displayed, as not everyone had access to Facebook or the internet. Although there were posters displayed in the village for the Pumpkin Trail, they had been missed by some people, possibly because they weren't bold enough.</p> <p>NC asked that the website be updated to also mention Easy fundraising as a way to help raise funds for the roof project, in addition to Amazon Smile.</p> <p>JT has received an offer of a spare freezer for the hall. It was felt that the freezer already at the hall was sufficient for our needs. JT will reply to the email.</p>	<p>NC</p> <p>JT</p>
<p>Date of Next Meeting- Wednesday 2nd December 2020 7.30pm on Zoom</p>	