

**MINUTES OF THE MEETING OF THE SAMPFORD COURTENAY VILLAGE HALL MANAGEMENT
COMMITTEE HELD ON ZOOM ON WEDNESDAY 7th OCTOBER 2020**

<p>PRESENT: Joy Tucker, Bob Tucker, Mike Carpenter, Marilyn Weeks, Nicky Courage, Rosemary Lowe, Veronica Mathews</p> <p>APOLOGIES: Deborah Taylor Morris, Anthony Morris, Shirley Reddaway, Rory Robinson, Lyn Robinson, Sandra Harper</p> <p>JT advised that Shirley Reddaway has asked to stand down from the committee. However, either RR or LR will be happy to represent the PCC instead.</p>	
<p>MINUTES of the meeting held on Wednesday 2nd September 2020 - MW proposed and MC seconded they be approved. They will be signed by JT when the committee next meets in person.</p> <p>3 MATTERS ARISING:</p> <p>JT has spoken to Marion and Bill re: asking Sue Robertson if it would be possible to make use of her field for an outdoor event. She believes it will be ok but will double check.</p> <p>Chris Pratt and his colleague had expressed their thanks for the use of the hall.</p> <p>4 Review accident book- Not able to review as not at hall</p> <p>5 Roof update – MC brought the committee up to date with recent progress by running through the minutes of the recent roof committee meeting (copies of which had been emailed to all committee members). The following comments were made:</p> <p>D Botting Page has asked whether there has been any response to recent publicity. JT confirmed that she had just received 2 donations for which she will be sending “Thank You” notes.</p> <p>RL suggested that it would be worth speaking to Ishbel Askew re: photos of village hall events, as she may well be storing the originals that were used in the Sampford Courtenay book.</p> <p>MC has looked into the implications of the village hall registering for VAT for the roof project, but believes that it would have too many negative implications over a long period of time if we were to do so.</p> <p><i>The committee recognises that registration for VAT has complex and long-lasting implications for the hall and its use. It will continue to review the situation.</i></p> <p>6 Maintenance schedule (including review of maintenance log)-not able to check log.</p> <p>MC has carried out the annual Health and Safety report.</p> <p>MW has caught a shrew in the storeroom, so will continue to check for further activity.</p> <p>RL asked whether a replacement cleaner had been sourced for when Sarah finishes. Check with AM. May be worth asking Tracy at Fulameade if she would clean in the future.</p> <p>7 Hallmark – MW and NC have run through Hallmark 2 requirements and highlighted a few areas that require attention. Will update the committee further at the next meeting.</p> <p>8 COVID- latest news and situation-</p> <p>Government guideline notices in the hall need to be kept up to date. MC will ask RR/LR to monitor this.</p> <p>JT asked whether the committee were in agreeance to pay £12.00 to upgrade the Zoom licence to enable longer meetings, while Covid restrictions still made it difficult to conduct meetings at the hall. The committee agreed to this.</p>	<p>JT</p> <p>MW</p> <p>AM</p> <p>MW/NC</p> <p>MC/RR/LR</p> <p>JT</p>

<p>MC reported that Chris Pratt had commented that during his hiring of the hall recently, he had found that the hall's internet speed is strong enough to broadcast live performances/events. This could provide opportunities for the future.</p> <p>9 Facebook page- MC recently put out an appeal for help with this and has received an offer of help from Kelly Vallance at Sampford Chapple. He will arrange to discuss our requirements with her.</p> <p>10 Reuse and Recycle Sale- this event has been postponed for the time being due to Covid restrictions, however it is very much hoped that it can happen at some point in the future. In the meantime it may be possible to sell items on platforms like Pre-loved or hold an online auction. An auction of promises was also suggested. MW will approach R Pyle with the idea to see if it would be possible.</p> <p>11. Ideas for forthcoming events-</p> <p>Veronica presented her ideas for a Past/Present/Future event/s. The committee were very interested in her ideas and asked that she paved the way to approaching her contacts who may be able to make a huge contribution in bringing the ideas to life. VM will report back to the committee.</p> <p>The committee made plans to hold a Pumpkin Trail on Saturday 31st October around the village. Residents to be asked to carve and display pumpkins outside their properties. Takeaway food to be provided (soup and apple pies), attendees to bring their own mug/ container for soup etc. JT will place adverts, keeping it local to avoid large crowds. NC, JT, VM to liaise re: catering.</p> <p>12. Fruit Tree Planting- Scensus have asked whether the Village Hall Management Committee would agree to a small orchard being planted in the grounds of the village hall. The committee are happy to support this idea, but recommended a site visit as there are certain areas that would not be suitable, due to the need for car parking space at events, the wall not being suitable for espaliers as it is in need of maintenance itself, a site being left available for the erection of a shed. JT suggested that AM should be present at any meeting, as he has knowledge of the grass/hedge maintenance etc. JT will report back to Scensus.</p>	<p>MC/KV</p> <p>MW</p> <p>VM</p> <p>JT/NC/VM</p> <p>JT/AM</p>
<p>SECRETARY'S REPORT- Nothing to report</p>	
<p>TREASURER'S REPORT –</p> <p>Receipts- Emptied electric coin meters £269.00, donation £10.00 (for use of tables), Easy fundraising £19.09</p> <p>Expenses- EDF (Sept & Oct) £84.00, advert in Roundabout £108.00, Mr Davey (grass cutting) £150.00, Argos Fire Protection (fire extinguisher service) £57.60</p> <p>Bank account balance £17,317.05</p> <p>EDF have notified that the monthly direct debit will increase in November from £42.00pm to £50.00pm. MW agreed to review supplier to get best value, but also endeavour to have a green supply in the future.</p> <p>MW has completed the application for a CAF bank account. JT & AM need to sign the mandate. It was agreed that £13,000.00 would be transferred into the new cash account, which would be named Sampford Courtenay Village Hall (repair fund). An extract of the Village Hall minutes confirming the committees wish to open the account with CAF bank, must be endorsed with the Chairman's signature and sent with the application.</p>	<p>MW</p> <p>MW/JT/AM</p>
<p>EVENTS AND LETTINGS-</p> <p>Future events covered previously in the meeting.</p> <p>Unfortunately, it had been too late to cancel some adverts for the Re-use/recycle sale. JT asked MC to ask JC to put a message out on the website to confirm the event has been cancelled.</p>	<p>MC/JC</p>

<p>PUBLICITY REQUIREMENTS- The Pumkin trail to be advertised on Village website and Facebook, to keep the event for local residents.</p>	JT
<p>ANY OTHER BUSINESS-</p> <p>MC confirmed that the Village hall is now registered with Amazon Smile, details of which will be published on Village website.</p> <p>VM asked that everyone would take time to consider her idea of the Past/Present/Future event/s and contribute their ideas.</p> <p>JT announced that the Scensus group were hoping to have an Autumn Clean of the village and will announce the date following their next meeting (potentially date either 24 October or 7 November).</p>	MC
<p>Date of Next Meeting- Wednesday 4th November 2020 7.30pm</p>	