

**MINUTES OF THE MEETING OF THE SAMPFORD COURTENAY VILLAGE HALL MANAGEMENT  
COMMITTEE HELD AT THE VILLAGE HALL ON WEDNESDAY 2<sup>nd</sup> SEPTEMBER 2020**

<p><b>PRESENT:</b> Joy Tucker, Bob Tucker, Mike Carpenter, Marilyn Weeks, Nicky Courage, Rory Robinson, Lyn Robinson, Sandra Harper</p> <p><b>APOLOGIES:</b> Deborah Taylor Morris, Anthony Morris, Rosemary Lowe, Shirley Reddaway</p>	
<p><b>MINUTES</b> of the meeting held on Wednesday 5th August 2020 - were approved by the committee and signed by JT.</p> <p><b>3 MATTERS ARISING:</b> JT requested that a copy of the minutes be circulated to everyone on the Roof Committee.</p> <p><b>4 Review accident book-</b> Nothing to report</p> <p><b>5 Roof update</b> – MC reported on the progress made to date including the report from M Wilson regarding fundraising platforms.</p> <p>MC has spoken to M Rich, DCT who will provide information on fundraising suggestions.</p> <p>A list of businesses and contacts has been drawn up to approach for fundraising.</p> <p>M Wilson will contact local councillors for support and advice.</p> <p>MC plans to approach local builders for donations of materials.</p> <p>Current progress with Facebook and Gift aid to be reported on later in meeting.</p> <p>D Viggars has agreed to build a model of the hall to help promote the Roof fund.</p> <p>A pricing structure has been agreed for the roof tiles (details emailed to committee members prior to the meeting and agreed at this meeting).</p> <p>There are presently no grants available to apply for.</p> <p>JT suggested that the names of all donors should be recorded and displayed in recognition of their contribution, however large or small.</p> <p>D Botting Page suggested using the heritage angle to secure funding support.</p> <p>SH suggested that on the funding letter there should be a request to make cheques payable to Sampford Courtenay Village Hall.</p> <p>JT reported that Broadwoodkelly village hall have just secured a grant for air source heating, and wondered whether if SC village hall were to do the same, that it may be another enhancement to the hall which would encourage funding for the roof project.</p> <p>SH &amp; TH very kindly handed over a donation of £1000.00 towards the roof fund.</p> <p><b>6 Maintenance schedule (including review of maintenance log)-</b>nothing in log</p> <p>AM has ordered signs to go up next to the hand sanitisers.</p> <p><b>7 Hallmark</b> – MW agreed to check whether Hallmark assessments are being carried out at present. AM is prepared to carry out any necessary checks in respect of Hallmark 2.</p> <p><b>8 COVID- latest news and situation-</b></p> <p>The cleaner has been in this week to clean. JT will ask AM to check with cleaner whether she can carry out further cleaning to make up for hours she has already been paid for. If this is not possible she will need to refund the payments she received while the hall was closed, or we cancel the</p>	<p>NC</p> <p>JT/AM</p>

<p>standing order until she's caught up. The cleaning rota for committee members is on hold for the time being.</p> <p>Currently face masks must be worn in the hall at all times, except for exercise.</p> <p><b>9 Facebook page-</b> M Pratt has changed the format of the SCPC facebook page, to allow the village hall committee and Scensus committee to make use of it. It was felt that it made more sense to have everything under one umbrella rather than separate Facebook pages. The village hall still require a Facebook champion who will be able to promote the hall's activities/events and fundraising.</p> <p><b>10 Ideas for forthcoming events-</b> It has been suggested that the successful Saturday morning cake stall should be continued through the winter months. RR/LR suggested calling it <b>Come, Buy and Chat</b>. It was agreed that it would be held once a month on the 1<sup>st</sup> Saturday (Saturday 3<sup>rd</sup> October being the first), from 10.30 to 11.30am in aid of village hall funds. It will incorporate a socially distanced coffee morning, a cake and produce stall, a book exchange (where books can be returned and exchanged for a nominal charge of £1.00 per book, a stand promoting the roof fund (with the model of the hall) and tiles for sponsorship and any other stalls that people can suggest. MC suggested that maybe the 2 village book clubs may like to run the book exchange. LR asked that M Wilson and M Pratt be notified of our intentions to run this monthly event. RR asked if model of hall would be ready by 3/10/20. MC to check. RR &amp; LR to do refreshments, SH to sell roof tiles.</p> <p>Veronica Mathews has suggested a <b>Past, Present and Future</b> event which may link in with the Heritage angle being pursued with the roof fundraising. The tomato pulp currently being stored in the freezer could be used to make soup for this event.</p> <p>As the Diving for Pearls gig will not be able to take place in November due to Covid guidelines, it was decided that it should be postponed until the Spring when it could then be held outdoors. JT will follow up the idea that perhaps we could ask to use the field adjacent to the hall for the event.</p> <p><b>11. Recycling-</b> the Scensus committee had enquired as to whether the village hall recycled after events. It was confirmed that we do.</p> <p><b>12. Gift Aid-</b> RR gave a report to the committee of his findings regarding Gift Aid and his understanding of how it works. Prior to the meeting he had emailed copies of the Gift Aid forms to the committee for consideration.</p> <p>It is believed that Gift Aid forms from previous years may still be stored with I Askew. SH will check on this.</p> <p>MW asked if Gift Aid can be claimed on ticket sales as well as donations. RR is sure there is a section on this and will investigate.</p> <p>MW would be happy to administer the Gift Aid if she is shown what to do. It was suggested that M Viggars may be able to help with this.</p>	<p>NC/JT</p> <p>MC</p> <p>RR</p>
<p><b>SECRETARY'S REPORT-</b> NC reported that Easy fundraising donations had raised £8.34 in August and a payout of £19.09 up to 30/6/20 should have been received in our bank account. MW was not aware that it had been received, so NC will look into this. There are currently 24 supporters using Easy fundraising when shopping online and so far £256.16 has been raised. There is scope to improve on this with more support.</p> <p>Roundabout have sent their invoice for the next 12 months advertising. St Peter's church have kindly applied a 10% discount to help everyone during these difficult times. MW will organise payment.</p>	<p>NC</p> <p>MW</p>
<p><b>TREASURER'S REPORT –</b>  <b>Receipts-</b>£1000.00  <b>Expenses-</b> Cleaning (Aug) £22.00, WJ Morris (purchase &amp; install sanitisers) £128.82, SWW £5.28</p> <p><b>Bank account balance £17,418.56</b></p>	

<p>Thanks were extended to Sandra &amp; Tony for their kind donation of £1000.00 to the roof fund.</p> <p>MW has experienced difficulty in opening a savings account for the roof fund with Lloyds Bank. M Wilson has suggested a Unity Bank account as an option and NC suggested CAF bank, who solely open accounts for charities. MW will look into these.</p>	MW
<p><b>EVENTS AND LETTINGS-</b> In the diary currently there is only the Flower club meeting on 14<sup>th</sup> September and weekly Wednesday yoga.</p>	
<p><b>PUBLICITY REQUIREMENTS-</b></p> <p>JT will ask Roundabout to update that</p> <ol style="list-style-type: none"> <li>1. The hall is now open</li> <li>2. Amend the roof funding letter to show who to make cheques payable to</li> <li>3. Advertise the Come, Buy &amp; Chat event</li> </ol>	JT
<p><b>ANY OTHER BUSINESS-</b></p> <p>The committee asked JT to communicate via Roundabout thanks and appreciation to M Wilson, M Pratt and their team of volunteers for their wonderful efforts during lockdown.</p> <p>SH has acquired additional items for the First Aid kit, as per Covid guidelines.</p> <p>MW asked to borrow a couple of tables on 20/21 September. This was agreed.</p> <p>MC had received a suggestion from D Botting Page to help promote the roof fundraising with a mascot. The idea of a mascot outfit to be worn at events was rejected, however it was agreed that a mascot logo, to appear on all marketing, would be a good idea. The name "Roof-us" was agreed.</p> <p>LR asked if Yoga Jeanie would be able to pay her hall hire fees electronically from now on. MW will supply bank details in order for her to do this.</p>	<p>JT</p> <p>LR/MW</p>
<p><b>Date of Next Meeting-</b> Wednesday 7<sup>th</sup> October 2020 7.30pm</p>	