

Minutes of the meeting of Sampford Courtenay Village Hall Management Committee held on Zoom on Wednesday 5th May 2021

<p>Present: Bob Tucker, Joy Tucker, Nicky Courage, Mike Carpenter, Rory Robinson, Lynn Robinson, Marilyn Weeks. Apologies: Sandra Harper, Deborah Taylor Morris, Anthony Morris are unable to attend Zoom meetings. Rosemary Lowe.</p>	
<p>Minutes of the meeting Wednesday 7th April 2021: RR proposed and NC seconded they be approved and signed by BT.</p>	
<p>Matters Arising: None.</p>	
<p>Review Accident Book: none reported.</p>	
<p>Maintenance schedule (including review of maintenance log):</p> <ul style="list-style-type: none"> - The tree in the carpark has been trimmed and made safe. - A shrew and a mouse have been caught in the traps recently. It needs to be investigated to discover where they are entering the building. It might be a good idea to clear and tidy the store cupboard. - There are several places in the kitchen where the cupboard trim needs re-sticking. 	<p>BT BT</p>
<p>Covid- latest news and situation: the Hall can re-open for sports activities from the 17th May. Notification needs to be given to the Yoga and Table Tennis hirers.</p>	<p>LR MW</p>
<p>Roof update: MC- a local animal photographer has offered to provide photography sessions for pets for £50 with a £20 donation for Roof-us. It was suggested she should be asked to have a stall at the Re-Loved event on 22nd May.</p> <ul style="list-style-type: none"> - The 1st draft of the Lottery application is being circulated and checked by the group involved. Geoff's promotional film is very good but a new voice over is being done. - New advertising boards for Hall events are needed. It was agreed MC would contact South West Fixings to see if they would donate free board or offer a reduced cost. - £100 has been received from Reddaway Removals on Just Giving. - The new hall windows are about half finished and an update should be received from Mark Hedges soon. 	<p>MC</p>
<p>Adoption of update to Hiring Agreement: This was reviewed by the Committee members and agreed that it would be sensible to adopt it. BT will email DTM about its future use. It was decided that a £50 refundable deposit be added to cover any extra cleaning.</p>	<p>BT</p>

<p>Hall clean: BT suggested that cleaning the hall could be combined with receiving good for the Re-Loved sale on the 22nd May. It was decided to clean the hall between 5 and 7 pm on the 21st May. MW and NC will do some cleaning prior to this.</p> <ul style="list-style-type: none"> - MW explained RL had heard from the existing cleaner to confirm she no longer wishes to clean the hall. NC has spoken to Tracey, who is happy to take on the role. It was felt that cleaning the kitchen and toilets should be a priority for her time, with committee members covering other aspects. It was suggested that Tracey picks her days to clean and does 2 hours a month. NC will contact her to arrange this. - It was decided that putting a refundable deposit onto the costs of hiring the hall would cover any extra cleaning needed if it is not left tidy after events. - MC offered to donate a Karcher floor cleaner which he no longer needs for cleaning the hall floors. - MC asked for it to be noted that NC and LR had spent time cleaning the kitchen floor and lobby area. Thanks was also offered for their work acquiring new kitchen equipment from The New Inn and re-organising the kitchen storage. - NC offered to label the contents of the kitchen cupboards. 	<p>All members</p> <p>NC</p> <p>NC</p>
<p>Re-Loved and plant sale on 22nd May: It was decided this should operate from 10- 12 am. Donations can be put on tables arranged by price bands- £2, £5, £10. It was agreed that tea and coffee, cakes and ice creams will be sold. RR and LR will get the tea, coffee, milk and ice cream cones. An appeal for helpers, donations and tombola prizes will be put out on the website and Facebook.</p>	<p>RR/ LR</p>
<p>Open Gardens: JT has consulted on this and it has been decided to wait until next year due to Covid.</p>	
<p>Merchandising: NC has contacted Burridge Printers about calendars and these can be made at a cost of £221 + VAT for 100. Postcards would cost £30 + VAT for 100. This was generally felt to be a good fundraising idea, particularly to put into holiday accommodation in the village. It was decided to set up a competition for Roof-us. JT suggested asking the local animal photographer to judge. A theme of photos of the village past or present was decided on, with the prize being your picture selected for the calendar or postcards. Photos to be in by 15th June by email. It was decided that it would be a good idea to have a secretary email address which RR agreed to set up on Google mail. JT will publicise via the website.</p>	<p>RR JT</p>
<p>Feedback from Chilli Night: A great night. Good fun and a great fund raiser. A total of £699 was raised. RR suggested organising a barbecue sometime in June and asking the Grumpies to take charge of cooking.</p>	<p>RR</p>
<p>Secretary's Report: nothing to report.</p>	

Treasurer's Report:

April 2021

Expenses

EDF electric £50 (March)
EDF electric £50 (April)
Burrige Printers (printing flyers) £32
Mark Hedges (Deposit for windows) £4337.71
Nicky Courage (expenses for curry evening) £120.14

Receipts

Text Giving £18.80
Big Breakfast Takeaway- card payments £139.52 cash - £173.65 **Total** £313.17
Just Giving £48.85
WDBC Card Grant £2096
Donation Weeks for a cot £20
Donation (Fairclough) £50
Curry Evening- cash £528 card payments £279.52. **Total** £807.52
Book Exchange £57.70
Plant Sale £135.50
Sundaes, raffle etc £271.85
Curry evening Extras £22
Donation (Albery) £30

Nat West £21815.85
Lloyds £8085.62
Total £29,901.47

May 2021

Expenses

EDF electric April £50
Purchase of kitchen items £145

Receipts

Easyfundraising £36.59
Easter sundaes (card payment) £15.72
Hire badminton £14
Text giving £9.40
Donation virtual pet show £10 and £20
Donation Oke glass £150
Donation Sky spares. £260
Donation cashbox £14.78
Sale of bike (DPB) £20
Chilli Takeaway cash £480.70. card £214.68
Donation (LJ + LM) Roof-us £10

NatWest £22640.33. **TOTAL £31,002.34**
Lloyds £8362.01

<p>Events and Lettings:-</p> <ul style="list-style-type: none"> - The Parish Council have booked the hall for its future meetings. - 6th May local elections - Chris Pratt has booked for the 14th May for filming. - 22nd May Re-Loved and plant sale. - 28th May WI to use car park for a donation and 1st July outside area also for a donation. - MW suggested having a box in the car park for donations if people park there. - MW had met with Kelly Valance and Katie who are keen to use the hall for a pre-school group. LR raised the issue of storage and it was explained they only had a few plastic storage boxes so this wasn't an issue. They are looking at 3 and a half hours per morning. After discussion it was decided to offer them a discounted rate of £20 with a refundable deposit of £50 for cleaning, if they book for 3 months . - MW offered the use of the wheat field near the hall, after it has been harvested, for teas. This should be some time in late August. This was felt to a great idea for another fund raiser. - 11th September music event- NC is hoping to arrange a planning meeting soon. It was suggested it should be marketed as a family fun day with food, activities and possibly Morris Dancing. Half hour sets from a variety of musicians. It was agreed to work on a 2- 10pm timescale with the last band in the hall. 	
<p>Publicity Requirements:</p> <ul style="list-style-type: none"> - The time of the Family Fun Day needs to be added to the PC calendar. - Details of the Come, buy and chat need to be prepared for Roundabout and the website. 	<p>JT LR/JT</p>
<p>Any Other Business:</p> <ul style="list-style-type: none"> - MC has looked at the tree with Nick as requested and it is rotten in the core. Nick is happy to cut it down. It was suggested that preservation orders should be checked.. BT agreed to do this. - The Grumpies have been meeting outside on the picnic tables and donating £1 each per meeting. It's worked very successfully. 	<p>BT</p>
<p>Next Meeting: Wednesday 2nd June 2021 in the hall.</p>	