

Minutes of the meeting of Sampford Courtenay Village Hall Management Committee held on Wednesday 1st September 2021

<p>1. Present: Bob Tucker, Joy Tucker, Nicky Courage, Rory Robinson, Lynn Robinson, Marilyn Weeks, Sandra Harper, Anthony Morris, Rosemary Lowe, Mike Carpenter, Mel Thompson, Roger Thompson. Apologies: Deborah Taylor Morris.</p>	
<p>2. Minutes of the meeting Monday 2nd August 2021: MW proposed and SH seconded they be approved and signed by BT.</p>	
<p>3. Matters Arising:</p> <ul style="list-style-type: none">• Hall pricing structure: RR- explained that costs need to be raised and agreed. His proposal as follows was discussed: <i>Village hall bookings proposal</i> <p>These suggestions are to make the village hall more economically viable. To balance funding between commercial events and charitable donations. To encourage local people to hire the hall themselves by giving generous discounts for being a Sampford Courtenay Parishioner.</p> <p>That we increase the fees to the amounts shown in the table below. That we give a 50% discount to:</p> <ul style="list-style-type: none">- Classes open to Parishioners.- Sampford Courtenay Parish based groups.- All individuals who reside in Sampford Courtenay Parish - Events run purely for Charity. <p>That we give a 75% discount for charitable events that are for the aid of Sampford Courtenay Parish.</p> <p>That all wakes are given a 100% discount on the hall fees for those who used to be Parishioners.</p> <p>All events run by the Village hall committee to be free.</p> <p>To help our existing clients accommodate our price increases, I suggest we stagger their fees over the next 3 years.</p> <p>Review fees yearly - Deciding no later than the September meeting so that they can be implemented on the 1st January each year.</p> <p><i>Hiring of Sampford Courtenay Village Hall</i></p> <p>Hiring of the Hall is for the two rooms, kitchen, ladies & gents toilets, disabled toilets, car park and the green overlooking Sampford Courtenay village and church.</p> <p>MC asked how do our rates compare with other halls? It was suggested that our hall is unique due to its size and facilities. The new prices can be reviewed after a year and adjusted if necessary. Pricing needs to be very clear, especially for advertising. RL + AM suggested a 50% discount for all parishioners didn't seem sensible as they will use the hall anyway. 12 hrs refers to a full day and overnight booking. AM about £450 for a wedding booking seems sensible.</p>	

<ul style="list-style-type: none"> -The hourly rate for the whole hall booking was voted on and agreed. - LR suggested that a discount for locals was important as the hall is there specifically for them. The 50% off for parishioners was voted on and agreed. - Events run purely for charities. AM suggested that this should be for registered charities. This was voted on and agreed. - 75% off for events in aid of the Parish eg. The church and Parish Council. It was felt to be important to involve the whole community in using the Hall. This was voted on and agreed. - 100% discount for wakes. MW suggested better wording would be ‘for a parishioner who dies’. After discussion it was decided that a 50% discount for parishioners would be more appropriate and 100% discount for Village hall committee members. This was voted on and carried. - Staggered increase over 3 years for existing small group users. This was voted on and agreed. - A review in September each year to start in January was voted on and agreed. <p>• Grant applications: The Loneliness Grant has been applied for to fund a sound system for the Hall by MW and RR. The Parish Council have said they will match fund this. RR suggested it would be useful to have someone who takes responsibility for grant applications. This will be discussed next meeting.</p> <p>• How to attract more Hall bookings: MC- suggested local wedding planners and the Church could be contacted. Also the Roundabout and Okehampton Links could be used for wedding advertising. RL suggested using the Moorland, Devon Life or Dartmoor magazine. MW suggested using wedding specials in local papers etc. RL suggested advertising on the website. JT will research advertising in papers etc for next meeting. RT will try to find a wedding planner.</p>	JT/ RT
<p>4. Maintenance Schedule: nothing has been noted.</p> <p>5. Accident Book: Nothing reported</p> <p>6. Roof update: MC- there have been more questions received from the Lottery grant application, which have been answered. It is now at the point of seeing if it passes onto Stage 2. Another grant was applied for but nothing has been heard back. MW will email the total raised so far so that the thermometers can be updated. Mark Hedges will be unable to do the work until next summer now. BT thanked MC for his ongoing work.</p> <p>7. News from the Roof-Aid sub committee: Tickets seem to be selling okay. Tombola prizes- JT explained about half were left over from the last event. SH said she will collect prizes from some people she knows wish to donate. LR will contact KV and JC to place requests for prizes on Facebook and the website. RL will ask MoleAvon and the Cider Vat for prizes. The licence and bands are in place. Parking has been arranged thanks to AM. Traffic will need to be sent via Sampford Chapple for the parking. Parking for disabled and the musicians will be at the Hall. There will be Marshalls for parking and to take tickets. MT and RT are running the Bar. People are requested to make cakes and scones for the tea tent.</p> <p>MW explained the urn is leaking- BT will look at this.</p> <p>The microwave has also stopped working and will need replacing soon.</p> <p>Friday afternoon from 2pm will be used to prep the staging, gazebos and tables.</p>	<p>MW</p> <p>LR</p> <p>ALL</p> <p>BT</p> <p>ALL</p>

<p>The event starts at 4pm on Saturday and it would be good if volunteers could arrive for 3pm. NC to let MW know about floats.</p>	<p>ALL NC</p>
<p>8. Feedback from Harvest Tea: A really good event. Very positive feedback. MW thanked all who helped. It would be very good to run this again next year. Next time it would be good to have some spare teas.</p>	
<p>9. Come, Buy and Chat 18th September: books, tea and coffee, cakes, some produce and left overs from pre-loved sale. LR to organise posters. RL suggested putting posters in Bow Garden Centre.</p>	<p>LR</p>
<p>10. Plant Stall: MC suggested Sensus could take this on. All agreed. BT will contact the Parish Council. 11. Thai Rescue Talk 18th October: 7pm for a 7.15 start. 1 hour talk followed by a question and answer session. Tea, coffee and alcohol. Raffle a signed book. Will need to be well advertised locally- Roundabout and wide spread posters. Pricing was debated. £10 was felt too much. Better to do ticket price and add ons. RL suggested £7.50 each , which is then £15 for a couple and can make money on the raffle and wine. General consensus was for £7.50 and a strip of raffle tickets for £5. 12. Pumpkin Trail 30th October: 2 types of soup and cake with a trail. Veronica is putting aside some tomatoes and pumpkins. 13. Summer ball 2022: The caterers and band are now booked. The booking form for the caterers will need to be dealt with at a later meeting. This needs to be done by January so that the ticket price can be decided and marketing begin. £320 for the band.</p>	<p>BT</p>

14. Treasurer's Report Sept 2021

EXPENSES

Bulb (elec) August - £44.36

CCD Membership - £50 (queried this as we made a payment in December 2020)

N. Bryant (cut down tree) - £100

Nicky Courage (reimburse cost of baps for BBQ/hand towels) - £14.38

Mark Hedges (windowsills) - £878.64

Matthew Biddlecombe (cleaning) - £22

Nicky Courage (reimburse boxes etc for Harvest Tea) - £71.66

RECEIPTS

BBQ (card payments) - £106.11

Plant Stall - £2.60

Roof-Us Box - £7.00

Grumpies - £68.85

Book Exchange - £62.00

Pots from pre-loved - £3.00

Table Tennis - £7.00

Donations (broccoli) - £4.00

BBQ - £642.00

Hire - Christening - £52.00

Amazon Europe Core - £13.95

Easy Fundraising - £56.25

Hire - yoga - £14.00

Bake Sales - £220.50

Flower Show - £171.52

Hire - Tap Dance - £28.00

Hire - Flower Club - £189.00

Harvest Tea - £484.65

Harvest Tea (card payment) - £24.56

Sale cucumbers/tomatoes - £7.00

Hire - Table Tennis - £9.00

TOTAL AT BANK - £29142.97

Lloyds - £14,725.92

NatWest - £14,417.05

<p>Events and Lettings:-</p> <ul style="list-style-type: none"> - Yoga 6-7pm Wednesday - Table tennis Wednesday - WI 7-9pm 2nd Sept - Parish Council - Exbourne Choir 7-9pm 9th Sept - Tap 11-12 Thursday - 11th Sept Roof-Aid - 13th Sept Flower Club - 18th Sept Come, Buy and Chat - 18th Oct Thai Rescue Talk - 30th Oct Pumpkin Trail 	
<p>Publicity Requirements:</p> <ul style="list-style-type: none"> - Come, Buy and Chat, Thai talk, Pumpkin Trail, Summer ball - Poster for Thai talk to JT by 13th Sept for Roundabout. 	<p>JT LR</p>
<p>Any Other Business:</p> <ul style="list-style-type: none"> - AM: the tops of the old windows need to be moved before Roof-Aid. RL suggested they could be sold to a Salvage Yard. MC explained he felt they could be made into a bench and frames. This was agreed and MC will take them to his yard. - MW: the pile of wood needs to be moved. BT will try to find out if Janet Palmer is interested in the wood. RR suggested if not maybe SENSUS could use it for Bug Hotels. - MW: should the left over items from the Pre-loved sale be photographed and sold via the website or Facebook Market Place? LR will try them once more at the Come, Buy and Chat and then speak to KV about Facebook. - NC: Calendars are now available for sale at £7.50 each. 	<p>MC BT LR</p>
<p>Next Meeting: Wednesday 6th October 2021 in the hall.</p>	