

***Minutes of the meeting of Sampford Courtenay Village Hall Management Committee held on Wednesday 3rd November 2021***

<p><b>Present:</b> Bob Tucker, Joy Tucker, Nicky Courage, Rory Robinson, Lynn Robinson, Marilyn Weeks, Mel Thompson, Roger Thompson, Phillip Collins, Anthony Morris  <b>Apologies:</b> Sandra Harper, Rosemary Lowe, Mike Carpenter.</p>	
<p><b>Minutes of the meeting Wednesday 6th October 2021:</b> NC proposed and MT seconded they be approved and signed by BT.</p>	
<p><b>Matters Arising:</b></p> <ul style="list-style-type: none"> <li>- <b>Booking Secretary:</b> JT has agreed to take on this role. AM will talk to SH and they will decide who is going to show prospective hirers around the Hall.</li> <li>- <b>Grant Applications Role:</b> RT is happy to take on this role and collate information so that it can be reused/refreshed for future applications.</li> <li>- <b>New Events:</b> The committee agreed that new events could be explored but it was important to avoid clashes. RR explained a google calendar has been established and shared between The Parish Council, Church and The Village Hall. Hopefully this will help with booking events in future.</li> <li>- <b>Toilet refurbishment:</b> MC and DV have looked at the toilets. A report was shared with the Committee highlighting the following items: <ul style="list-style-type: none"> <li>• They need repainting</li> <li>• Another urinal and larger sink are needed in the Mens toilet</li> <li>• A non-slip covering needs applying</li> <li>• The damp ceiling needs repairing</li> </ul> </li> </ul> <p>Funds are available for this project from The Parish Council- £1,900. PC-3 quotes will be required, but the project has been agreed in principle by the Parish Council.. BT- The grant needs to be used for a specific purpose. Decorating can be done by a group of volunteers. RR suggested a larger sink would greatly help in keeping the floor dryer in the Mens. AM suggested it would be worth removing the skirting board and having a lip around the floors edge to keep the plaster board dry. Also it might be worth removing the cubicles before reflooring in the mens toilet. RT suggested this should be fed back to MC. BT will contact MC about these proposals and obtaining quotes for the flooring.</p> <p><b>Maintenance schedule (including review of log):</b> MC and Mark Hedges have had a look at the leak by the chimney but so far are unable to find where the problem stems from. AM pointed out this is a long standing problem and could be difficult to solve before the re-roofing.</p>	<p>AM/ SH</p> <p>BT</p>
<p><b>Review Accident Book:</b> none reported.</p>	
<p><b>Roof Update:</b> RT told the Committee that there had been a couple of meetings during October. The first reviewed the schedule and project initiation document. A questionnaire for the public has been designed as it is important to demonstrate the Hall has a life beyond the repairs and that various groups are being encouraged to get involved. Events like Come, Buy and Chat will be used to engage with people and find new ideas for events. Time has been spent deciding how to gather data and then what can be done with it. MW has gathered some</p>	

<p>successful bids from around the country to aid the process. Progress is being made and there should be more information to feed back later. Multi- media adds to bids and so ways to use this are being explored. RT wondered if there was a lull in events at certain times of the year? MT said this could tie in with the list of events suggested at the last meeting in AOB. MW explained skittles usually attracts between 30-50 people and RT wondered if this could be a more regular event. RR suggested that paper is not the best way to engage with people and talking may get a better response. Also children shouldn't be too heavily focused on when the Halls demographic is generally older groups. It is important to engage with people who don't generally use the hall.</p>	
<p><b>Arrangements for Hall users during roof repairs:</b> RR explained that the Hall shouldn't need to close, but if there is a problem the Church has agreed that regular hirers such as yoga, tap and table tennis could use the Church rooms.</p>	
<p><b>Hall Broadband:</b> PC explained that there could be an opportunity for the hall to apply for a USO. There is a fund available for businesses offering £10,000 which could be requested so that fibre broadband comes to the building. This could be at no cost if the hall hits the requirements. RR explained fibre to the Hall is vital as Airband will probably disappear in future years. PC explained the offer must be taken up before the end of November. It was suggested that MP and MW could be asked to investigate this and take it forwards as they have the necessary knowledge. RR explained that although the broadband speed is good in some parts of the Hall, it is unreliable in some areas and fibre would be much more reliable for live events, with less lag and sync problems. PC will ask MP and MW to investigate this further.</p>	PC
<p><b>Development of Risk assessment:</b> RT explained he has tried to update the current approach and make a centrally held document which can be revised and reviewed on a regular basis. BT - it looks great and is very comprehensive. RT explained an area of weakness is first aid response. It needs to thought about what would happen if there was a medical emergency and no phone signal. AM highlighted that the proposed document mentioned non-slip flooring in all toilets but this should be addressed soon. Also the carpark entrance markings is in measures at the moment and needs moving. A live document will be much more effective and help Trustees accountability. Events can be held on file and updated as needed. RT will manage the process going forward and report back as necessary.</p>	RT
<p><b>Flower Club tables:</b> SH has asked as the Flower Club Representative if 2 more collapsible tables could be acquired by the Hall. The originals came from Exbourne so AM will speak to them. It was agreed it would be good to do this if the price wasn't inhibitive.</p>	AM

<p><b>Feedback from Thai Talk 18th October:</b> RR explained it was a very interesting event. Pricing was spot on and it sold out completely. Thanks was issued to Dave and Moira Viggers for arranging the speaker. RT explained £110 was taken on the bar from donations and there was a good buzz before it started. £900 was raised in total.</p> <p><b>Events, Lettings and Publicity:</b></p> <p><b>Children in need Hike:</b> BT-The Committee have been asked to provide refreshments for this event. SENSUS will fund the cost. Any money taken will go to Children in Need. BT and MW can help in the morning. RR will contact MP to find out the time refreshments are needed and then find a few more volunteers to help.</p>	RR
<p><b>Domestic Energy Efficiency workshop 20th November:</b> This should be a table top talk with the usual Come, Buy and Chat events. Posters are ready to go up.</p> <p><b>Craft and Chat:</b> First meeting is happening tomorrow. Hopefully it will become regular event. 3.15 to 4.30pm.</p> <p><b>Willow Weaving:</b> LR explained this is organised for the 1st December with spaces for 16 people over the day. Posters are ready.</p> <p><b>Games Afternoon 5th December:</b> bring a game and come and play. Tea and coffee. 3-5pm. Another lower key social event. Again will gage how often to run it.</p> <p><b>Film:</b> RR explained the emergency lighting needs to be sorted out first. A film licence needs to be aquired- can be £75 minimum per film or 35% of takings, or an umbrella licence for £215 per year. The umbrella licence means it can't be advertised other than using a Village Hall data base. Initially might be best to pay £75 per film and build up a data base and then use an umbrella licence. 40-50 people would be best number. £5 per ticket and then sell add ons such as ice cream and popcorn.It would be best to try it out first and see how successful it is.</p> <p><b>Dog Training:</b> RT explained he has approached a behavioural trainer in Okehampton. She will do a taster session at a weekend. He has made an initial enquiry but needs to determine what she will do.MT explained she thinks there will be a lot of interest and will involve another group of people. AM explained the Hall is generally dog free and we will need to find out more about whether it is inside/ outside and whether dogs will come to it initially. RT explained it is called Perfect Pooch Devon. There will need to be enough interest to be a business plan. PC suggested a trail period should be established. RR suggested someone from the committee should attend to supervise. RT will investigate further and report back.</p>	RT

<p><b>Barn/ line Dance:</b> JT explained this follows on from Liz Crisps suggestions. LC is happy to lead on this event if some committee members will support her. She has found it difficult to find callers. She has found a line dance caller who will do 2x 45 minute slots for £375. She is suggesting a ticket price of £10 with hot dogs and cake in March. PC has a magazine with lists of callers in. RR volunteered to talk to Liz and find out further information.</p> <p><b>Paul Crisp talk:</b> can give talks about military history and writers and their cars. He is happy to do a talk in the New Year. RT - its great that he's made the offer. PC- maybe possible to get other talks about Dartmoor or history. BT/JT will talk to Paul and decide what he will talk about. Evening would be best time, with a bar.</p> <p><b>Curry night:</b> 21st January was suggested. NC will contact MV to see if this is ok for her. It could be run as an eat in with a bar.</p>	<p>RR</p> <p>BT/ JT</p>
<p><b>Treasurers Report:</b> Treasurer's Report November 2021</p> <p>EXPENSES</p> <p>Bulb (elec) Oct - £44.36 Matthew Biddlecombe (cleaning Oct) - £22 Roundabout (advert) - £120.00 Community First (insurance renewal) - £1519.30</p> <p>RECEIPTS</p> <p>Sale of calendars (NC) - £75.00 Donation for logs (SH) - £30.00 Conker Challenge - £25.00 Thai Cave Talk - £705.58 Hire - Exbourne WI - £20.00 Hire - SCPC - £91.00 Sale of calendars (MW) - £37.50 Hire - yoga - £7.00 Sale of calendars (BACS PC) - £45 Donation (BACS PC) - £15 Sale of calendars (BACS K Squire) - £22.50</p> <p>A transfer of £8844.27 was made from Lloyd's Bank to Natwest Account.</p> <p>Lloyd's - £4266.70 NatWest - £25731.71</p> <p>TOTAL AT BANK - £29998.41</p> <p>An application for Gift Aid has been made.</p>	

<p><b>Any Other Business:</b></p> <ul style="list-style-type: none"> <li>• JT explained that she would like to stop having responsibility for publicity as of the AGM. NC agreed to take on this role.</li> <li>• JT reminded the committee that it would be good to make a decision about cupboards being made to store the Parish Councils projector and screen. RR asked if they could be made a sufficient size to house the sound system as well. It was agreed that once drawings had been approved the Committee were all happy for the cupboards to be made.</li> <li>• BT explained the Parish Council were happy to buy audio equipment which would be their asset but could be used by the Village Hall. The Committee agreed that this would be a useful item and they were happy for this to move forwards.</li> <li>• BT explained that he would be resigning as chairman at the AGM.</li> <li>• MW explained Trevor Davies now has a ride on mower which will collect the grass and should do a neater job on the grass.</li> <li>• MW explained that some village signs were acquired from Ralph Squires family after his death and have been returned to the hall. The committee will need to decide what to do with them. Maybe they could be displayed in the Hall?</li> <li>• PC asked if the Jubilee Events could be added to the agenda for future meetings.</li> </ul>	LR
<p><b>Date of Next Meeting:</b> Wednesday 1st December 2021. This will also be the AGM</p>	

