

Minutes of the meeting of Sampford Courtenay Village Hall Management Committee held on Wednesday 6th October 2021

<p>Present: Bob Tucker, Joy Tucker, Nicky Courage, Rory Robinson, Lynn Robinson, Marilyn Weeks, Sandra Harper, Mel Thompson, Roger Thompson, Phillip Collins, Mike Carpenter.</p> <p>Apologies: Deborah Taylor Morris, Anthony Morris, Rosemary Lowe.</p>	
<p>Minutes of the meeting Wednesday 1st September 2021: SH proposed and NC seconded they be approved and signed by BT.</p>	
<p>Matters Arising:</p> <ul style="list-style-type: none"> - Booking Secretary: BT suggested this would be difficult to discuss at the moment and it might be best to think about it for now. LR explained it was unfair to expect MW to continue in the role as being Treasurer was a very busy role in its own right. MC asked if someone not on the committee could do the role. RR suggested this would be difficult because we had agreed the Booking Secretary would report back regularly at meetings. MC explained there is an online system that can be used that the Parish Council are looking at which might help. RT suggested this might be good from an admin point of view but not from selling the halls features. SH explained she would be willing to show people round the hall. BT said he would see if JT could be persuaded to take on the role. - Grant Applications Role: MC looks at those pertaining to the roof. RR lots come from Devon County via MW and having someone specifically with this role might save opportunities being missed. RT suggested it would allow for similar material to be cut and pasted for applications saving time. BT asked if anyone was prepared to take on the role. RT said he was willing to find out more and put together a briefing for next meeting. MC explained that there is a lot of information already available from the roof application. <p>Maintenance schedule (including review of log): the mens toilet has been fixed.</p>	<p>SH BT</p> <p>RT</p>
<p>Review Accident Book: none reported.</p>	
<p>Roof Update: There are 3 main parts to the next stage of the application and we have 6 months to complete this: The Proposal- a detailed business plan; Costings and project management; Financial element- review of finances and a 5 year forecast. When completed this will be presented to a meeting and the committee will have a chance to review it. After the 6 months, if successful we need to accept within 6 weeks. RT asked about the business plan. MC explained it is a summary at present and now needs to be made much more detailed. RT suggested that he has the impression we should be focusing on community engagement and not raising fund for the roof. MT suggested something needs to be found to</p>	

<p>engage young children. MC said this might need to be offered free of charge. The sub committee will make suggestions which the Trustees can then review and see how much can actually be achieved. RT explained the Initiation document is important as this is when you start to formalise key targets and objectives. It is a very crucial document and is very detailed about who is doing what. MC explained that this is very basic at the moment but is being worked on.</p>	
<p>Feedback from Roof Aid 11th September: SH said it was a fantastic event. Lots of people were there who had never been to events before. A lot of children were involved. RT said a massive age range were there. NC explained this proves we can get all ages involved . RR proposed a thank you to NC and KC for all their hard work. NC explained that next time the musicians would all want to be payed as it was simply Covid that made them so keen to get out and play. RT asked what the total raised was - £1723.06. BT said this was a record total. NC thanked everyone who had sold tickets. There are bar stock, tombola prizes, pins for a map and envelops for £1 in the bucket which can be used at future events. MC said the car park wasn't used very much and BT explained some people complained about the distance to the hall. RT said there was a lot of cake. NC said we need to be more specific about who donates cake. RR suggested 6 hours was a very long time and exhausting for the trustees.</p>	
<p>Come, Buy and chat on 18th September: LR explained it was another good event, well supported and with a great atmosphere. Again it attracted new people who hadn't been to events before. It was suggested that future events could combine with Come, Buy and Chat. MW suggested Devon Council may do talks. LR suggested a Parish Councillor could attend to answer questions etc as a surgery. MT suggested it would be good to avoid clashes with other Village Hall events. The Secretaries from different community groups need to liaise. RR suggested they could use Google calendar and share events in it. LR will suggest this. JT suggested it would be good to look out for other events in the local area as well.</p>	LR
<p>Roundabout Advertising: £120 for the year. Does the advert need updating? SH suggested it could include reference to the outdoor space and fantastic views. It was agreed to pay this for another year.</p>	
<p>Domestic Energy Efficiency workshop: This could be held at the next Come, Buy and Chat and would be another way to encourage people to use the hall. BT will email to see if it is possible to arrange it. LR explained Veronica had already said she was willing to bring along her recycling things as well.</p>	BT

<p>Thai Rescue Talk 18th October: RR explained 72 tickets have been booked so far. 91 seats as a maximum will allow room for fire exits and the projector. Advertising on the road would be good. MC explained JP needs more board for signs and MW said she has some if he comes to look at it. MC will check out about new board in the New Inn car park. There will be refreshments before the event- wine, beer, tea, coffee, biscuits, crisps and nuts. RR explained DV has sold a lot of tickets and it would be helpful if people could push the last 20 tickets. Will use the Parish Council projector and screen which is covered by the insurance.</p>	
<p>Christmas Cheer: The Trustees will provide refreshments. The main day is 11th December.</p> <p>Jubilee celebrations: PC explained that the Parish Council would like a joint working party to organise the event. It was felt it would be a good idea not to take on too many days as it is a small village and other events will be occurring in the area/country. 1 day done well would be better. PC suggested that a public meeting could be used to develop a bigger core group. The Village hall could oversee this to bring events under the umbrella of their insurance. JT suggested this could be included in BT section at the Open Parish Council Meeting. PC does the committee want to lead for the Jubilee? RT it would be good to be involved as far as the Lottery application is concerned. RT, MT and PC are prepared to join a group to represent the hall but not to lead the group.</p>	BT
<p>Matters raised at the Parish Council meeting: MC explained cupboards to store the screen and projector and cover the meters are being drawn up by DV. Toilet refurbishment: BT explained there are funds of £1700 available from the Parish Council. SH suggested laminate sheet for the walls would smarten them up. LR suggested The Grumpies could be asked to help out with any work as there are a lot of skilled members. MC said he would speak to DV. Whist Drive: MW said she had spoken to previous attendees and they are nervous to get together because of Covid and they are all very elderly. RR suggested that a games afternoon could be established offering scrabble, crib, dominoes, cards or any other games people suggested. PC suggested that younger people might be attracted via Games Workshop or the shop in Crediton. RR will investigate further.</p>	MC RR

Treasurers Report: Trevor Davies has said he will cut the grass for the same cost next year. All were in favour of this. Insurance is due for renewal and there is the option to tie in for 3 or 5 years with an attached decrease in cost. All decided that 5 years tie in would be a good idea. RT suggested that writing off letting fees could be done as we have quite a bit of money in the bank. RR suggested that definitely it would be good to help educational things as this is part of the constitution. MW suggested that this should not be done too much. MC explained that £99,000 had been applied for for the roof but a top up may need to be achieved as prices have risen. The work will need to be re-quoted. MW suggested Devon Council may give grants. MC suggested options need to be investigated. PC explained the Board of Works can be applied for through the Parish Council. RR this means we need to think carefully about fees. RT emphasised the need to show we have a business plan.

Treasurer's Report October 2021

EXPENSES

South West Water - £17.14

Bulb (elec) Sept - £44.36

Matthew Biddlecombe (cleaning Sept) - £22

Trevor Davey (2nd half of grass cutting) - £150

Burrige Printers (printing calendars) - £396.00

Rory Robinson (reimburse bar stock/barbeque items for Roof Aid) - £296.67

RECEIPTS

Harvest Tea donations - £21.50

Paypal (Rory testing card machine) - £0.98

Sale of calendars - £22.50

Hire - yoga - £14.00

Paypal (card machine) 2x£10 donations - £19.65

Roof Aid - £2004.06

Sale of preloved TV - £25

Come Buy and chat - £156

Thai Cave Talk (advance ticket sales) - £150

TOTAL AT BANK - £30449.49

Lloyds - £14534.05

NatWest - £15915.44

<p>Events and Lettings: No choir this week. Tap is 2-3 o'clock now. 11th Oct Flower Club 14th Oct choir and Tap pm 18th Oct Thai Talk !9th Oct Open Parish Council Meeting 21st Oct Choir and tap pm. 22nd Oct carpark used for Memorial 2nd Nov Parish Council meeting 4th Nov Choir and Tap 6th Nov Party 8th Nov Flower Club 20th Nov Come, Buy and Chat and Domestic Energy workshop. It is difficult to know when table tennis and yoga are using the hall at present. LR will liaise with yoga teacher . Discussed whether carpark could be used by camper vans if a party was held. JT suggested the insurance should be checked. RT suggested it would be good to check numbers. PC said it would be great for overnight camping due to views.but would need to be booked to avoid clashes with other events. MW asked if a skittles evening with Bondleigh could restart. 20th November was suggested. A curry night was proposed for January. A games afternoon was booked for 5th December from 3-5pm. 19th October is the Open Parish Council Meeting and BT asked if the trustees could provide tea and coffee. It was suggested this would be a good time to sell calendars. LR, JT, NC and MT agreed to help. Publicity requirements: JT to contact KV about Facebook advert for the Thai Talk. LR will make posters for the Pumpkin Trail. JT will make maps. VM has tomatoes and pumpkins for soup. Tickets will need to be booked for food. People can bring mugs and boxes for cake as last year. Come, Buy and Chat and Domestic Energy event. Christmas Cheer and Summer ball. Games afternoon - £2 bring your own game or use supplied ones. Any Other Business: BT: Liz Crisp has suggested a barn dance or line dance. This would be good in the new year. Risk assessments need to be properly written down for every event.. RT suggested a generic one can be made which can then be used for each event. JT suggested Devon Communities Together will have one we could use. RR said there will need to be one for the Thai talk. SH suggested people should be told where the toilets and fire exits are before any talks. RT and JT will work on this together. MW: asked new Trustees to provide her with details so they can be registered on the Charity Commission site. Asked if the car park could be used, chairs hired and the blackboard used for her daughters wedding. This was agreed. JT: asked what is the status of meetings? Are they open to the public? It was decided that they are not other than the AGM or by invitation to join the Trustees.</p>	<p>LR</p> <p>MW</p> <p>MW</p> <p>LR, JT, NC, MT</p> <p>LR/JT</p> <p>MW</p> <p>RT/ JT</p>
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<p>NC: Explained that The hummingbirds performed at Roof Aid for a deposit only and therefore it was agreed to use them at another event. It was suggested that the Jubilee might be appropriate. They are £500 for 2 45 minute sessions. MW suggested a paid event might be better. RR suggested this would be very appropriate for the Jubilee. JT will contact the Parish Council to get their views. RT, PC and MT all felt a separate event might be better.</p> <p>LR: VM is prepared to lead a willow weaving course in early December. 2 sessions for 10 people at £5 a head. This was agreed. LR will liaise with VM.</p> <p>LR and RR: Gave a list of possible events that would engage a variety of people for educational purposes, little outlay and be inexpensive to join. Wildlife trust event, speakers, Citizens advice surgery, craft club, poetry group, play reading, TED talks on the projector, St Johns ambulance first aid course.</p> <p>Next Meeting: Wednesday 3rd November 2021 in the hall.</p>	<p>JT</p> <p>LR</p>
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