

Minutes of the Annual General Meeting of the Sampford Courtenay Village Hall Management Committee held on Wednesday 1st December 2021

Present: Bob Tucker, Joy Tucker, Nicky Courage, Sandra Harper, Mel Thompson, Roger Thompson, Philip Collins, Marilyn Weeks, Mike Carpenter, Rory Robinson, Lynn Robinson, Anthony Morris.

Members of the Public: Michelle Wilson, David Botting Page, Marion Pratt, Julie Carpenter.

Apologies: None.

Minutes of the previous AGM 2nd December 2020: SH proposed the minutes should be approved and MC seconded this. The minutes will be signed by BT.

Matters Arising: None.

Trustees' Annual Report: (Copy attached): BT thanked MW for preparing this. MW explained this would need to be submitted to the Charities Commission as the Halls income was above £25,000. As no issues were raised, the committee proposed that the report should be approved. It will be published on the village website.

Chair's Report: Copy attached. MW thanked BT for his 12 months in the role as Chair and his report.

Treasurer's Report: The Treasure's Report was contained within the Trustee's Annual report. A copy of the Village Hall accounts (attached) for the period 24th October 2020 to 23rd October 2021 were provided for the committee to consider and were approved. These will be published on the village website.

Election of New Committee:

The following Representative Trustees are willing to remain on the committee:

Rory Robinson- SCPCC

Philip Collins- SCPC

Sandra Harper- Flower Club

It was agreed that LR would contact members of The Grumpies, Book Clubs and Exbourne Choir to see if new sources for Representative Trustees could be found.

The following elected Trustees are willing to remain on the committee:

Anthony Morris

Nicky Courage

Bob Tucker

Joy Tucker

Lynn Robinson

Mel Thompson

Roger Thompson

Mike Carpenter

Officers were agreed as follows:

Chair: Roger Thompson

Vice Chair: Sandra Harper

Secretary: Lynn Robinson

The Committee were unable to fill the role of Treasurer at the meeting. MW kindly agreed to complete the return and audit, and also support a new Treasurer in their role. It was agreed to try and find a co-opted member to take on the role as soon as possible.

Any Other Business- LR asked for the minutes to contain a huge thank you to everyone who has supported Roof-us fund raising during the year by attending events, making donations and helping at events. An amazing amount of money has been raised at a very difficult time, reflecting how important the role of the Hall is to the community and beyond.

Date of next AGM: Wednesday 7th December 2022.

Sampford Courtenay Village Hall Registered Charity Number 283279

Trustee's Annual Report for the period 24 October 2020 to 23 October 2021 Aim and Purposes

Sampford Courtenay Village Hall was conveyed by a deed dated 10 December 1952 by Devon County Council held upon trust for the purposes of physical and mental training and recreational and social moral and intellectual development through the medium of reading and recreation rooms library lectures classes recreations and entertainments for the benefit of the inhabitants of the Parish of Sampford Courtenay and its immediate vicinity without distinction of sex or political religious or other opinions.

Objectives and Activities

The Management Committee is charged with the maintenance and control of the Trust premises by means of fund-raising activities and income from the letting of the hall. Typical events throughout the year usually include monthly whist drives, Christmas and Easter Bingo, concerts, dog show and car boot, the annual flower and produce show, quiz evenings, skittles matches, a big breakfast and a wine tasting evening. The hall is regularly let to the parish council for meetings, at which members of the parish can attend, and to private individuals for wedding receptions, christenings, funeral teas and parties. Yoga, Tap Dance and Table Tennis also regularly take place at the hall.

The Covid-19 pandemic curtailed some events this year. However, down to the inventiveness of members of the committee events such as Pumpkin Trails, Winter Wonderland/Santa's Grotto, Come Buy and Chat, Roof Aid, Bake Sales and Produce Sale were held and brought in much welcome funds for Roof-Us. The hand sanitizer stations were used and one way systems put in place to ensure the safety of those attending during the Covid 19 pandemic.

The refurbishment of the kitchen and committee room is now complete. The slates on the roof, however, have become nail sick and the replacement of the slates on the roof has now become a priority. An application has been submitted to the National Lottery Community Fund, which has been accepted for the next stage - to submit a full proposal. This is excellent news and is down to the hard work of the Roof Sub-Committee!

Achievements and Performance

Repairs to slates last year revealed that the nails are nail sick and the roof is a priority for replacement. The Roof Sub Committee have held regular meetings and an application to the National Lottery Community Fund was submitted. In October 2021 the fantastic news was received that the application has been invited to the full proposal stage.

The three main windows in the main hall were in need of replacement also and this feat was achieved this year with funds from fundraising and Covid-19 Government Grants. Thanks to Mike and Mark Hedges for getting this work completed.

Financial Review

The accounts have been audited. We began the year with £17525.05

The income from hiring significantly decreased from £1145.50 down to £771.00. No income was received from hirings because of Covid 19. Income began coming in again in August and it was good to

see our regular users return. We were also very fortunate to secure a new hirer - Exbourne Choir, who are regularly using the hall for three hours on a Thursday evening.

As mentioned earlier in this report members of the committee found safe ways to hold events to keep funds coming in. The October Pumpkin Trails were very successful. People could be outdoors looking at the pumpkins and then a one way system allowed them to collect their soup and cake at the hall. We are very grateful to Marion Pratt and Michele Wilson, whose efforts with the Santa's Grotto/Winter Wonderland, Bake Sales and Flower Show raised excellent sums of money to keep the fundraising total increasing.

We did lose the cleaner and managed for a number of months without, but we are very grateful to Matthew Biddlecombe, who has agreed to clean the hall for two hours each month. That with a cleaning rota shared between committee members helps to keep the hall clean and tidy for hirers/events.

We were very fortunate that David and Moira Viggers knew John Volanthen, who gave a talk at the hall about the Thai Cave Rescue. This was a very informative and interesting evening and raised £855 for Roof-Us. Thanks to Rory and Lynn for organising the evening. Roof Aid was the stand out event this year. Thanks to Nicky and Kevin, who managed to twist the arms of a number of performers to give their time for free and raise a staggering £2004 for Roof-Us!

West Devon Borough Council did decide to give us discretionary relief again this year so we did not have to pay a rates bill.

We paid out £566 for electric. Receipts from the electric meters only totalled £42 the remainder was a refund of £123.82 from eDF. The meters were emptied in May, but when checked in September there was very little in them. We did change to Bulb for our electric supply. Unfortunately at the time of writing this they had gone into administration following difficulties after a sharp rise in wholesale gas prices. This has also resulted in a sharp increase in the price of electricity. Expenditure on water was less this year because of the lack of activity at the hall.

We have now paid off the loan from Mr Ralph Squire. We do hold the sum of £371.55, which is the amount of the loan waived by the family and the amount received from the funeral donations to spend on something at the hall in his memory.

Thankfully we haven't had to repair any more loose slates in this financial year. We did replace the three large windows and windowsills in the main hall at a cost of £18744.86. We are very grateful to Devon County Councillor James McInnes for his donation of £2000 towards this project.

However, the roof remains the focus of the fundraising efforts. An application was submitted to the National Lottery Community Fund and the application has made it through to stage two! A lot of work still lies ahead to address the questions the National Lottery

Community Fund panel have and the costs of the materials have gone up so if the application is successful there will be a shortfall. Huge thanks go to Mike, Michele and all the members of the Roof Sub-Committee who have worked tirelessly to produce Business Plans, Questionnaires etc to get this application to the stage that it is.

We must thank the residents and local businesses for their support. At year end £5975 had been received in donations.

Because of the effects of the pandemic the Government made available to businesses (including village halls) a series of grants and these added £19003 to our funds.

We paid £300 as a deposit for the Grand Summer Ball in 2018/19 and this money has not been lost. Oaktree Occasions are holding it and we have booked to go ahead with the ball in June 2022.

We managed to continue to hold our monthly meetings remotely (i.e. at home) using Zoom and as the year progressed went back to face to face meetings.

We have opened a new bank account with NatWest, which has online banking.

We have made a surplus of £13954.66 this year and end the year with £31479.71 in the bank accounts.

As you are all aware I am standing down as Treasurer and Committee member at the AGM. I have thoroughly enjoyed my time on the committee and have enjoyed working with all past and present

members. I wish the committee well for the future and am quite happy to be asked if you need an extra pair of hands to help in any way.

Plans for the future

The trustees intend to continue to provide the usual activities for the benefit of the community. The repair to the roof is a priority and the trustees are positive the Grant application will be successful. New events such as a craft group and Games Afternoon are to commence very soon. It is also hoped to get films shown regularly at the hall. This is with the help of the Parish Council, who are to loan their projector, screen and sound system to the hall.

The committee have been made aware that the parish council has the sum of £1700, which is available to improve facilities at the hall. It is hoped to improve the men's and ladies toilets.

Structure, governance and management

The structure, governance and management of the hall is detailed in the Constitution adopted at the AGM in December 2016.

The committee meets on the first Wednesday of each month. Reference and administrative details

The current contact is Mrs Lynn Robinson, The Granary Barn, The Barton, Sampford Courtenay. EX20 2SY Email: lynn.robinson21@icloud.com

The charity's bank accounts are held at Lloyds Bank, Okehampton and NatWest, Tavistock.

Sampford Courtenay Village Hall, Chair's report, 2021

I am very pleased to welcome Roger and Mel Thompson; they have only recently moved to Sampford Courtenay but have already made significant contributions to the Village Hall ... not least of which has been doing an excellent job behind the bar at events! I would also like to welcome Philip Collins, who has – even more recently – taken over the role (from Mike Carpenter) of parish council representative on the committee; I know he brings with him a wealth of experience in community matters which will be most valuable. With regret I must also thank three integral long-serving members of the Village Hall Committee who have stood down, or are standing down, this year. Deborah Taylor Morris has been a member for 16 years, acting as booking secretary, overseeing safety and safeguarding issues and liaising with Villages in Action. Marilyn Weeks has given 21 years of 'active service', not only organising and helping with events too numerous to mention but also undertaking the role of treasurer with awesome efficiency. Rosemary Lowe's considerable contribution has been for a similar number of years and similarly wide-ranging, including producing the very popular calendars, which Nicky Courage has kindly taken over. The whole community benefits even now from their generous efforts to make the Village Hall the lively 'hub' it is now ... not to mention the superb kitchen and foyer extension! On behalf of the Village Hall Committee I thank them all.

I would also like to thank Lynn Robinson for taking over the role of secretary from Nicky with such aplomb. I have no idea how Lynn manages to keep up with the meetings and get it all down on paper as she does!

While we have not been entirely free from the legacy of COVID this year, things have been able to return to something of a more 'normal' footing in recent months, which has provided welcome social opportunities.

As a result of Marion Pratt and Michele Wilson's ingenuity and hard work (ably assisted by Bill Robertson and Andy Wilson) Christmas Cheer 2020 went ahead, despite challenging social distancing restrictions, and was a great success. I know the event's reputation has rapidly spread far and wide. Thanks to them and all involved.

Nicky Courage's 'flagship' event Big Breakfast also took on a new look as a takeaway event and was so successful that it inspired further takeaways, including Curry Night and Chilli Night. Many thanks to Moira Viggers and to Nicky for such delicious fare. There was a Summer Barbecue in July, showcasing some expert outdoor cooking skills (thank you to the 'team') and August saw a lovely seasonal event – a Harvest

Tea – kindly hosted by Marilyn and Richard Weeks in their field above the hall. All these events were supported by a team of regular helpers including Sandra Harper and Julie Carpenter ... and the makers of delicious cakes are too numerous to mention but very much appreciated.

Trails have offered an excellent 'COVID-friendly' means of holding enjoyable social events safely. In addition to another popular Pumpkin Trail, Easter heralded an Egg Trail, with accompanying ice creams. Thanks to Rory and Lynn Robinson for organising this – and offering ice cream serving advice!

Talks on Mongolia (in February) and the Thai cave rescue (in October) have been much appreciated and well attended. Other events have included a Re-loved and Plant Sale (thanks to Veronica Matthews for her fabulous plant section), new regular Come Buy and Chat events and, more recently, Craft and Chat afternoons, as well as the ever popular Produce Show (thanks again to Marion and Bill), the Conker Challenge and – new for this year – Roof Aid, an ambitious afternoon and evening of music and family fun ably organised by Nicky Courage and a working party convened specifically for the occasion.

Anthony has continued to offer us the benefit of his long years of involvement with the Village Hall – and, specifically, his expertise regarding all things electrical. Thank you, Anthony.

Last, but not least, I come to the hall's current biggest challenge ... to address the very poor state of the roof. I would like to mention Mike Carpenter, together with all the members of the Roof Committee. Mike personally and all those involved have put in hour upon hour of work. For evidence of what they have achieved so far in terms of urgently needed remedial work we need look no further than the beautiful new windows, installed this summer. But the committee's work continues with the progressing of a Lottery funding application to the second stage. Roof-Us has been busy!

Finally, I would like to thank all those in the community who have supported these events and more. I look forward to 2022 ...

SAMPFORD COURTENAY VILLAGE HALL ACCOUNTS

ACCOUNTS FOR PERIOD 24 OCTOBER 2020 TO 23 OCTOBER 2021

19/20		20/21	19/20		20/21				
£	7,194.90	Accumulated Fund B/fwd	£	17,525.05	£	17,537.05	Reconciled Bank Accounts	£	5,808.00
£	10,330.15	Surplus/Deficit	£	13,954.66	£	12.00	Lloyd's Okehampton	£	25,671.71
							NatWest Tavistock	£	-
							Less unrepresented cheque	£	-
<u>£</u>	<u>17,525.05</u>		<u>£</u>	<u>31,479.71</u>	<u>£</u>	<u>17,525.05</u>		<u>£</u>	<u>31,479.71</u>

These accounts are a true reflection of the movement of funds for the period to 23 October 2021

S C Townsend Green
FCCA CTA TEP

Dated: 21 November 2021

SAMPFORD COURTENAY VILLAGE HALL ACCOUNTS

ACCOUNTS FOR THE PERIOD 24 OCTOBER 2020 TO 23 OCTOBER 2021

19/20	RECEIPTS	20/21	19/20	PAYMENTS PREMISES	20/21	
£	1,145.50	Hire of hall & equipment		771.00		
		Special Events				
£	433.80	Bingo	£	-	£	300.00
£	114.78	Whist Drives	£	57.60	£	-
£	780.77	Cream Teas	£	1,791.27	£	984.63
£	146.00	Skittles	Page 1	-	£	17,760.23
£	98.00	Christmas Quiz	£	2,148.87	£	19,044.86
£	566.00	Quiz/Pudding Evenings				
£	175.40	Talks	£	-	£	242.72
£	390.43	Big Breakfast	£	-	£	120.14
£	-	Curry/Chilli Evening	£	-	£	92.03
£	-	Flower Show	£	-	£	296.67
£	-	Easter Trail	£	-	£	71.66
£	-	Plant Stall	£	-	£	396.00
£	-	Pre-Loved	£	-	£	1,219.22
£	-	Book Exchange	£	233.71	£	177.00
£	-	Roof Fundraising **	£	77.23	£	42.35
£	2,705.18	TOTAL SPECIAL EVENTS	£	511.00	£	566.16
			£	1,608.58	£	1,647.75
£	218.25	Donations	£	223.70	£	44.00
£	269.00	Electric Meters	£	-	£	100.00
£	43.36	Easy Fundraising	£	108.00	£	120.00
£	1,080.00	Donations Roof-Us	£	40.05	£	46.20
£	10,000.00	Covid-19 Grant	£	180.00	£	-
£	-	Amazon Prime				
£	-	Text Giving	£	5,131.14	£	23,007.54
£	-	Just Giving				
£	-	2022 Calendars	£	10,330.15	£	13,954.66
			£	15,461.29	£	36,962.20
<u>£</u>	<u>15,461.29</u>	TOTAL RECEIPTS	<u>£</u>	<u>36,962.20</u>	<u>£</u>	<u>36,962.20</u>

Page 2

24/11/2021

SAMPFORD COURTENAY VILLAGE HALL ACCOUNTS

ACCOUNTS FOR THE PERIOD 24 OCTOBER 2020 TO 23 OCTOBER 2021

19/20	RECEIPTS	20/21	PAYMENTS PREMISES	19/20
	Roof Fundraising Analysis:-		Breakdown of 19/20 Misc Payments:-	
	Pumpkin Trail includes sale of apple cake)	£	Purchase hand wash	4.39
	Sale of Roof-Us Badges	£	Xmas Quiz Winner	25.00
	Produce Sale	£	Whist Cards	2.00
	Winter wonderland (refreshments, craft etc)	£	Dishwasher repair	61.50
	Christmas Cheer	£	Hand sanitizers	128.82
	Christmas Wishes	£	Use of Zoom	12.00
	Sale of plants donated by Shiptons	£		
	Come, Buy and Chat x 2	£		
	BBQ (includes sale of cucumbers/tomatoes)	£		
	Bake Sales	£		
	Harvest Tea	£		
	Roof Aid	£		
	Donations for logs	£		
	Conker Challenge	£		
		<u>£</u>		<u>£</u>
		5,312.63		233.71