

## Minutes of the meeting of Sampford Courtenay Village Hall Management Committee held on Wednesday 2nd February 2022

**Present:** Sandra Harper, Nicky Courage, Mel Thompson, Roger Thompson, Rory Robinson, Lynn Robinson, Anthony Morris, Andrew Townsend Green, Philip Collins.

**Apologies:** Mike Carpenter, Bob Tucker, Joy Tucker.

**Minutes of the meeting Wednesday 5th January 2022:** PC proposed and SH seconded.

### Actions from previous minutes:

- RT and RR have met to discuss the business plan and have started work on it. It will be passed to ATG as well. RT, RR, ATG
- RT and RR will tidy the bar area as soon as possible. RT, RR MC
- The banner has still to be costed.
- MW will pass on information about the Dog Show if required.
- Quotes for the toilet refurbishment and information about car chargers are in progress. AM
- The social event is organised.
- The quote for a bench has been delayed but will be chased. RR
- Profiles are nearly complete. AM, MC and ATG need to send theirs. AM, MC, ATG
- Internet Schooling- RT some issues need more in-depth thought. PC felt this needed no further action at present as it seemed unlikely to take place.

### Matters Arising:

- Treasurer- RT welcomed ATG to the Committee and thanked him for agreeing to take on the role of Treasurer. ATG is authorised by the Trustees to amend the mandates for any and all Village Hall bank accounts so he can sign cheques and access the accounts.
- Folding Tables- these have been purchased and are already proving very useful, having been used at the Curry night, Craft and Chat and tonights meeting. They are much lighter and easier to put up.
- Exbourne Choir Concert- this has been booked for the 10th December 2022.
- Tai Chi Classes- these will start on 21st February for a course of 8 weeks. 12 places are booked at £7.50 a session. The teacher will be payed £50 a session by the Committee by BACS.

### Records and Administration:

- **Maintenance schedule:** BT lubricated the external doors and fire doors on 15th

January. He also checked the operation of the fire doors.

- **Review Accident Book:** No entries.

### **Project Management:**

- **Roof:** Discussion occurred about the appointment of a Contract Administrator and a Project Manager. AM felt an administrator was important to make the project official. ATG felt it could be critical in managing a big project with success. RT suggested that it was important to gain more information about the roles before a decision could be made, especially as MC was not at the meeting to answer questions. RT will ask for more details to be provided to the committee by MC.

RT

MC

AM suggested that it would be important to check that an access platform would fit into the space by the bar. ATG wondered if a tower could be borrowed.

MC

Bat Survey- There was concern about how many surveys would be needed and if bats are found would this impact on the work being done. RT suggested MC needed to be at the next meeting to explain and provide the necessary answers or respond by email to the committee.

- **Toilet Refurbishment:** It may be possible to gain an extra £1500 as a grant from Devon Council. MW has completed the form for the application. LR raised a concern that this was for lighting and the toilets. AM explained any external lighting by the new entrance would be easier to complete at the same time as the roof work. PC explained that an estimate of cost needs to go to MW quickly with 2 written quotes. RT will check on date for application with MW and let AM know.

RT/AM

### **Officers reports:**

#### • **Finance:**

- ATG is in the process of gaining access to both bank accounts.
- Bulb and the insurance have been transferred to his name but he needs to find the passwords from MW.
- £1619 has been payed in to the bank from a variety of previous events.
- An invoice has been sent to Exbourne Choir.
- RT explained it has been hard to identify costs of events and a way needs to be found to separate these out.
- ATG needs to have the Zettle account information so he can access details of sales at events.
- RT asked if ATG was confident he could solve the issues facing him and he responded positively.

RR

• **Bookings:**

- Tai Chi will be a new regular booking on Monday evenings.

**Events:**

- Dog Training 4th Feb: 1 hour. 8 possible places and 7 have been filled from in and around the Village. If there is interest a course or further sessions may run.
- Willow Obilisk event 9th Feb: 13 people are booked at £ 15. MT suggested that for future events names should only be taken after advertising. RR explained it was important to note that the increased cost hadn't affected bookings.
- Film Night 25th Feb: Fishermans Friends. 17 are booked in at £5 a ticket. The film costs £83 for the license. There will be a bar, popcorn and ice creams.
- Barn Dance 12th March: RR is meeting with Liz Crisp to finalise details. £12.50 a ticket with sausage in a bap and salad. 50 tickets max. There will be a licensed bar .
- Come and Chat 19th March: LR asked if it would be ok to ask Julie Bailey to talk about the work of The Street Pastors and hold a raffle to raise money for them. This was agreed. LR
- Jubilee Event: RT explained that members attending the initial meeting had expressed the feeling that it should be a 1 day event as people will have family events going on. RR explained the PCC also felt 4 days was too long and that the church are holding a special service on the Sunday. The event was discussed and it was felt that it would be great for the Village Hall to host a free event for the Community especially with the Lottery Bid underway. It was felt that Sunday would be a good day to host it as this would tie in with the Church's plans. A picnic in the grounds of the Hall would be possible if the weather permits, but this could be easily moved inside if wet. This would allow the toilets to be easily accessed, especially the disabled facilities. People could bring their own food with no cost involved on the day. It was felt the peal of bells, town crier event, games and the brazier were good ideas for others to organise. SH suggested a sub-committee would be useful to liaise with other people. MT offered to organise this. MT, SH, LR
- Summer Ball: AM explained there had been no further meeting as yet. He will send the menus to the committee. AM will send NC more specific advertising to go out in early March. RR offered to print tickets for the event. AM  
RR

- Feedback from surveys: It was felt that surveys were now becoming too frequent and beginning to annoy some people. MT and RR suggested they were giving people unrealistic expectations for possible events. It was decided 4 foodie events a year are plenty. RT suggested it would be good to receive a breakdown of the information gained from the big survey and would talk to MW about this.

RT

- **Feedback on events:**

- Come and Chat with Energy event 15th Jan: 15 people attended and £53 was raised.
- Curry Night 21st Jan: RT explained this was a tremendous success with just over £700 raised. 71 curries were orders and it was a great community and social event. 1 issue raised was packaging. NC explained this was compostable/ recyclable where possible. RT suggested people should be warned to carry takeaways with care. There was a lot of very positive feedback. NC explained the website report of the event was picked up by a reporter from the Okehampton Times, who had met with herself and RT. They had talked about events and fundraising and she was interested in coming to future events and engaging with the community. Hopefully a feature will follow.

**Any Other Business:**

SH

SH: The cleaning rota needs to be reorganised.

PC: asked about using the new entrance with a key pad entry rather than the stained entry. The committee were not keen to pursue this at present.

AM: asked about options for emergency lighting updating in respect of cinema showings. It was decided that a cheap option of £42 + VAT was best at present. This was agreed and AM given the go ahead to start.

AM

NC: explained that Paul Crisp's talk needed more advertising as only 4 tickets had been sold so far. Posters for the Big Breakfast will be distributed for members to display.

NC: VM has kindly offered chillies, butternut squash and pumpkins if a chilli night is proposed.

**Date of Next Meeting-** Wednesday 2nd March 2022