

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

Present: Nicky Courage, Mel Thompson, Rory Robinson, Lynn Robinson, Bob Tucker, Joy Tucker, Andrew Townsend Green, Philip Collins, Mike Carpenter.

Apologies: Sandra Harper, Anthony Morris, Roger Thompson.

Minutes of the meeting Wednesday 2nd February 2022: RR proposed and MC seconded.

Actions from previous minutes:

- RT and RR have now tidied the bar area.
- Quotes for the toilet refurbishment and information about car chargers are in progress. AM

Matters Arising:

- The Bat survey was pretty normal and there was nothing noted that should stop work on the roof. There will be a second survey in May to check emergence. At the time the roof work is hoped to be carried out the bats should be outside.
- The asbestos survey found no asbestos to be present and can be used for any building work in the future.
- The Emergency lighting has been completed and worked very well for the film night. RR thanked AM for carrying this out.

Records and Administration:

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

Project Management:

- **Roof:** MT thanked MW for attending the meeting. MC reported that the 2nd round of the Lottery bid is in an advanced state. The Contract Administrator has been appointed. Since the work has been re-quoted the cost has risen from £100,503 to £161,070, a 60% increase. This leaves a deficit of £31,000. A zoom meeting was held with the Community Head and Capital and Buildings representatives from the Lottery. They agreed to consider an increase in the bid of up to £150,000. This will require a restrictive covenant being placed on the building to prevent it being used for any other than its proposed use. This will need to be drawn up by a solicitor. The committee all felt that this wasn't a

problem. We will need to demonstrate community involvement throughout the proposal application document.

Please see the attached appendix for further details of the information presented to the Trustees at the meeting.

It was felt that the response to questionnaires had been good and ATG confirmed that a response below 35% is very normal in surveys. MT asked how the Lottery will monitor the Hall after the grant is received. MW explained they will expect regular reporting back. PC asked how long they will engage in this for. MW explained it would be for a couple of years but could be a simple appendix to the minutes and will be added to the report to the Charity Commission. RR and MT suggested this was the least the committee could expect to do for £150,000 of funding. MC suggested the committee could draw on resources from members of the community and MW suggested lots of people will be willing to help.

MC explained it had been noted that the hall is not registered with the Land Registry and that this needs to be undertaken by a solicitor.

MC explained timings are very tight as the contractor requires certainty that he can schedule in the roof replacement but this can't be done until it's approved by the Lottery.

MW suggested that another extra meeting was needed before the end of March to agree the documentation. RT

Work could begin at the end of August and will be checked fortnightly by the Contract Administrator. RR asked if he will ensure there is no overrun on cost and MC explained there is a 20% contingency for this in the budget.

Planning has been submitted regarding the use of different slates and should be back at the end of March beginning of April.

The Committee expressed their thanks to MC and MW for their report back.

MW explained the document might be shortened after the Peer review. ATG felt that the executive summary was the most important part to get right. MT noted that a meeting needs to be agreed before March 25th. RT

- **Toilet Refurbishment:** It wasn't possible to discuss this due to AM's absence.

2022 Business Plan: LR noted that a lot of hard work has gone into this. ATG explained he has made some feedback suggestions. MT asked anyone with comments to email them to RT. The business plan will be agreed and adopted at a future meeting.

Officers reports:

- **Finance:** ATG explained that he now has access to Lloyds bank statements

but there is no online facility.

Electricity prices have gone up and there is some deficit on the account so the direct debit has been increased to £100 a month.

ATG explained he is still trying to access the Nat West account and needs to take documents into a branch for them to be validated.

Treasurer's Report: Wednesday 2nd March

Covering February 2022

Roof-Us

- Nat West balance: **£28,000** (est.)
- To this must be added £884 wrongly allocated to the Lloyds account (arranging transfer).
- Curry Night raised £1,014 at a total outlay of £147 (profit of £867)
- Willow Weaving organised by Veronica raised £195 for Roof-Us at zero cost
- Year to date income: **£3,769**; YTD costs: **£293**
- Total amount raised is now close to £50,000 less cost of windows

General

- Lloyd's balance: **£5,767** (20/1/22)
- WDBC Hospitality & Leisure grant application successful and *will add* £2,667
- Tai Chi so far made £600 with £120 to come
- Paul Crisp talk made £102 (was there any cost?)
- Inaugural Film Club attracted 21 people and made us £51 profit
- Exbourne Choir paid us £216 for Q4 2021 hire
- Table Tennis: £42
- Yoga: £21
- Tap Dancing: £28
- Electricity meters: £86
- SCPC invoiced £84 for November-March meetings
- Purchased microwave for £75.94 (Nicky)
- £50 (not) paid to Pippa Cherrington for Tai Chi

- Bulb electricity prices will rise by 32% from April 1st. We are currently (Feb 6th) £139.51 in debt, paying £44.36 monthly and using (January) £113.54 (December) £77.02 etc. So, I have raised the monthly payment to £75 but I think we should raise to £100 with immediate effect.
- Year to date income: **£2,413** (exc. WDBC grant); YTD costs: **£3,693**

Other

- Lloyds statements now being received at Southey Farm
- Lloyds has advised that we close the current 'classic' account and re-open a (free) business account which will enable on-line viewing and transactions
- Nat West has refused to amend mandate pending personal presentation of various documents in-branch (to do w/c 7/3)
- Need to shift some money from general account to Roof-U's account

• Bookings:

JT explained she is trying to find a method to record bookings online to ease reporting back.

- Exbourne Choir is regularly booked for Thursdays.
- Flower Club 14th March and 2nd April 10-2pm
- Car Park 23rd April
- Skittles 2nd April 6pm
- Flute day 9th April all day and maybe the 10th. There was great feedback about the hall from this new booking.

Events:

- Barn Dance 12th March: This has been cancelled due to lack of ticket sales and will be rescheduled for 3rd September.
- Come and Chat 19th March: This has been cancelled due to a clash with The Bell Ringers coffee morning, but has been re-booked for 16th July.
- Skittles 2nd April: organised with Bondleigh. 7.30pm start. £1 entrance fee and raffle. Bring a plate of food to share.
- Easter Sunday trail and sundaes: BT and JT will set up the trail and organise the map. 2pm till 3pm. LR and RR will organise the ice cream etc.
- Come and Chat and possible plant sale 21st May: JT to check if the car park is free 10.30 - 11.30 am. ATG/ JT/PC will grow some plants.
- Jubilee- The sub committee met and finalised ideas. Platinum Picnic will be at the Hall on Sunday 5th June from 12pm. MP is going to organise races. There will be ice cream, red, white and blue fancy dress and a hat competition.

- Summer ball: LR raised concern about selling tickets as only 14 were booked for the Barn Dance at a much smaller cost. ATG suggested advertising needs to be bigger than Sampford Courtenay. NC was concerned that advertising needs to be in place very soon. RT will contact AM.
- MC explained he had spoken to Bronwen Harding who is an opera singer living in the village. She is happy to do a Rogue Opera event - a 2 people concert. She can do 14th or 21st May or is flexible for September. It was agreed September could be best. MC will coordinate.
- Open Gardens 3rd July- money will be split between the church and the Village Hall.

Feedback on events:

- Tai Chi: 12 people attended. Feedback is very positive. Hopefully it will continue to run after this initial course.
- Paul Crisp talk: 19 people attended. It was the night of the storm. Very hard to keep people warm. A method of paying for heating is needed for events. MC
- Film Night: Great picture but sound a bit harder to get right. 21 people attended. £5 a ticket. Bar and refreshments. £99 cost for using the film. Needs to be well timed with other events and is probably best during the winter. This was a practice so wasn't advertised, but can be next time and the original posters used. 'Feel good' film and shorter length works well. Maybe one in April. Children's films were suggested but LR pointed out this has Safe Guarding implications and children will have seen most films. RR also cost implications. MC suggested maybe the Children's champion could lead on this. MC

Any Other Business:

- NC: please could helpers for Big Breakfast arrive at 7.45am. Also help is needed on Friday at 5pm to put up the tables.
- LR: explained there was an article in Okehampton links about computer support from a Charity. MC will explore this further.

Date of Next Meeting- Wednesday 6th April 2022

Extra Lottery meeting: 23rd March 7.30pm

