

## **Minutes of the meeting of Sampford Courtenay Village Hall Management Committee held on Wednesday 6th April 2022**

**Present:** Nicky Courage, Mel Thompson, Rory Robinson, Lynn Robinson, Bob Tucker, Joy Tucker, Andrew Townsend Green, Mike Carpenter, Sandra Harper, Anthony Morris, Roger Thompson.

**Apologies:** N/A

**Minutes of the meeting Wednesday 2nd March 2022:** MT proposed and SH seconded.

### **Actions from the previous meeting:**

- The extra meeting was held and the business plan agreed.

### **Matters arising:**

- **Computer Charity:** MC explained they will provide training for Trustees and people in the community. Also there is a chance to get a free computer for use at the Hall. As yet, despite many phone calls, MC has not received a definite response. He will keep trying.

MC

### **Records and Administration:**

- **Maintenance schedule:** It was reported that the sink in the Ladies toilet was blocked. This has been checked and is working fine.
- **Review Accident Book:** No entries.

### **Project Management:**

- **Roof:** MC reported that the Lottery Application is now in. All the relevant documents will be loaded onto the website soon. A new Contract Administrator has been appointed from Vickery Holman which will be much cheaper. References have been obtained from Exeter City Council. Helen Kent's profile has been added as Children's Champion.

SH asked for the Committees grateful thanks to be minuted to MC, MW and the Subcommittee. RT explained he has added still pictures from Geoff's video, of people using the Hall to the business plan. The next step will see questions received back from the Lottery, which will need to be answered. A decision should be reached by the end of May and the contractor is holding a slot free for the work. RR asked what the worst case scenario would be. MC explained they will tell us why the bid failed and there will be a chance to reapply. All conversations with the Lottery have been very positive so far.

- **Toilet Refurbishment:** AM explained he is in the process of chasing people for quotes. A problem with fitting close coupled toilets has been identified which may affect the costings on the original quote. This needs checking out. RT suggested the quotes need to be presented to the PC soon. AM will aim to do this by 27th April.

AM

**Public Toilets electricity supply:** PC explained this will only be to power LED lights now. He asked if the Village Hall are prepared to take on the supplies standing charge costs. PC suggested that the wire to the lamp by the steps could be made permanently live and that the PC would pay for a sensor to be fitted on the lamp and pay the daily electricity charges. AM explained he had some reservations about this: the sensor may be difficult to place to work effectively; the parasitic value of the sensors may be quite expensive ( up to £60). He explained the existing photo cells work well. NC asked if alternative ways to power the lighting had been discussed ,such as solar panels or whether sun tunnels could be used. RR suggested that ecologically solar panels must be a better option. MC felt that surrounding trees would provide too much shading to make this an effective option. AM explained that running off the Halls power would be best environmentally.

RR was concerned that costs to the hall were unclear and could keep rising. NC was concerned that it was unclear how many people actually use the toilets at night and closing them then may be a better option.

It was suggested that a written agreement would need to be in place to ensure all costs are met by the PC. PC explained that at least a 10 year agreement would need to be in place. JT suggested that a 1 year notice period could be included for either Party involved. AM suggested that it would be important to meter the supply to the toilets and that a meter could be fitted in the toilets. RR questioned who would be responsible if there was an accident involving the electricity in the toilets. AM suggested this would be the Hall and it would be tested on a 5 year basis. RT suggested that a contract with a memorandum of responsibility would need to be established. AM suggested that any agreement would need to cover the Halls costs and work in its favour. RR explained as a Trustee he was happy if this was sorted out legally and wouldn't involve a loss to the Hall. RT suggested that there are technical challenges but it could benefit the PC, Parish and the Hall. However, because there were concerns about risks to the Village Hall, RT proposed that PC, AM and RR form a subgroup to work on this and bring back a more detailed proposal for consideration at the next meeting. There is plenty of time because the PC have agreed to continue with the existing situation for 1 year. This was agreed by the whole committee.

PC,  
AM,RR

**Validation of Trustees identities and EV consent:** ATG explained that the original Trust Deeds have been found, lodged with the solicitors Trowers and Hamlins LLP and need to be registered with the Land Registry. A restrictive covenant will need to be drawn up and therefore all Trustees need to have an ID check for which 2 forms of ID are needed eg. Drivers licence and utilities bill. Trustees also need to give permission for an ID check to take place. IT was agreed to send this information to ATG to send on.

### **Officers reports:**

- **Finance:** ATG explained he is still trying to open an online account with Lloyds. All Officers and any other signatories need to be checked out and agree to a credit check. Also ATG name needs to appear on the Charities Commission site.
- An Arnold Clark grant of £1000 has been applied for, which could be used for the toilets.
- ATG asked if he could increase the direct debit for the electricity payments as this has risen again. It was agreed to raise it to £125.
- PC suggested that 2 people should authorise any bank expenditure and also there should be a way to cover any payments if ATG is away. This will be investigated further.

## **Treasurer's Report: Wednesday 6<sup>th</sup> April**

### **Covering March 2022**

- General: original deeds located at Trowers & Hamlins LLP (Exeter). Now retrieved.
- Have requested their help in (a) registering deeds with the Land Registry and (b) drawing up a Restrictive Covenant against deeds for the Lottery Bid. Requires ID and credit checks of all trustees.

### **Roof-U's**

- Nat West shown balance: **£26,424.26** (31/3/22). Actual balance should be **£28,191.26**.
- After cheque for £883.83 wrongly allocated to the Lloyds account refused 4 times, Treasurer mistakenly transferred this from Nat West to Lloyds (it should have been the other way around). **Will resolve when online access achieved on Lloyds account**
- Scaffolding hire: £96
- Asbestos Survey: £420
- Pub Quiz raised £134 for Roof-U's
- Plant sale: raised £55 for Roof-U's
- Year to date income: **£3,958**; YTD costs: **£703**

## General

- Lloyd's shown balance: **£8,942.92** (22/3/22); will be **£8,059.92** once reconciled (see above)
- WDBC Hospitality & Leisure grant of £2,667 has been credited
- Big Breakfast raised £573
- Exbourne Choir paid £216 for Q4 2021 hire
- £120 in card payments credited for Tai Chi
- Yoga: £7
- SCPC paid £84 for November-March meetings
- Exbourne Flower Club invoiced for £21 (cheque received 4/4/22)
- Exbourne C of E school invoiced £42 for their upcoming disco
- Wonderful Winds invoiced for £168
- Council tax bill in for 2022/23: £0
- Paid Pippa Cherrington £400 for Tai Chi sessions
- Bulb electricity prices increased by 32% on April 1<sup>st</sup>. We will be £82.99 in debt after April payment of £100. Usage was: £125.99 (March) less £52 meter receipts, £163 (February) less £86 meter receipts and £113.54 (January). I raised the monthly payment to £100 from April. ***Should we again raise it to £125?***
- Year to date income: **£5,838**; YTD costs: **£4,025**

## Other

- 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. This needs certain permissions and details from Chairman, Secretary, Treasurer and designated signatories: propose Joy and Nicky be re-designated.

## • Bookings:

These are now available online for members to check.

## Events:

- **Easter trail, Sundaes and plant sale 17th April:** JT and Bt will do the trail on Sunday morning and provide the map. NC, SH and JT will help LR and RR with refreshments on the day.
- **Come and Chat plant sale 21st May:** all in progress.
- **Jubilee event 5th June:** a meeting will be needed to finalise events nearer the time.
- **Summer Ball:** AM explained there are 12 firm bookings so far. 60 are needed. All is in progress and someone has been booked to run the bar. Posters will go up after Easter.

### **Feedback on events:**

- **Big Breakfast 5th March:** Good community spirited team work. The cooker is very challenging for such events. ATG suggested it should be held more often. NC suggested it was better to run different food events. LR suggested it was hard on the same people organising and running events all the time. It was suggested that ATG could run another event if he got team together.
- **Skittles:** 29 people attended. Team from Bondleigh. Great to have this event back at the Hall. £75 was raised. Next skittles match will be in November.

### **Any Other Business:**

- **AM** asked if anyone knew where the winder for the clock had gone.
- **MC** explained plans were drawn up and a quote obtained to turn the original hall windows into a bug hotel. A grant has been applied for
- **LR** explained interest had been expressed in a memorial for Les Beer at the Hall. It was suggested that a roll of honour be looked into to which names could be added in the future for anyone who was involved in the trustees.
- **SH** asked if the prices for the refreshments at the Open Gardens event could be updated. These will be sent to LR.
- **JT** explained she will start a register of volunteers for events at the Hall.
- **RR** explained that the memorial bench for Ralf Squires was now outside the Hall and just needed a plaque.
- **RR** requested that Trustees start new emails when sending out information to the Committee in an attempt to stop them going to spam.
- **RT** proposed a longer gap until the next meeting as it has been Avery busy period foe everyone with the Lottery Bid. This was agreed by the committee.

**Date of Next Meeting-** Wednesday 18th May 2022

