

Minutes of the meeting of Sampford Courtenay Village Hall Management Committee held on Wednesday 22nd September 2022

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

Apologies: Phil Collins.

Minutes of the meeting Wednesday 10th August 2022: AM proposed and SH seconded.

Matters arising:

- **Broadband:** RR has been in contact with BT and they can connect the Hall for free, although this is subject to an engineers visit. Connection would be for £29.95 a month for 24 months with a phone line and an initial payment of £39.50 for the router. This would be £360 a year. SH expressed the view that a phone line would be a good idea as the Hall is the resilience centre in emergencies. BT suggested that the Parish Council may help with costs for this reason and it was agreed he would ask them. BT

Records and Administration:

- **Maintenance schedule:** Nothing to be done.
- **Review Accident Book:** A member of Exbourne Choir fell on the external steps to the Hall. As a result yellow tape has been applied to the edges of the steps and JT has advised hirers to use the other door whilst building work is in progress. An apology was sent.

Project Management:

- **Roof:** MC reported that work is moving along well. If the weather breaks they will be able to start slating. 60-70% of tiles have been salvaged which is better than was budgeted for. £19,000 has been signed off and the first certificate for work received and sent to the Lottery. There is a little rot at the end of some purlins but the carpenter will patch repair. The chimneys are being capped and repointed. All is on schedule time wise.
- **Toilet refurbishments:** AM and ATG met with the builder. He has been asked to quote for an upgrade on sanitary ware to make it stronger. Work should start on 17th October. 30% of the contract price will be issued initially. The job should take about 2 weeks. Health and safety will be put in place. The electrical cost will be extra.

Officers reports:

- **Finance:** money has been spent on legal fees and the first payment to the contractor. There is £16,500 in the bank accounts at present. There is a surplus of about £10,000 at present. The grant of £2000 has been received from the Parish Council for the toilets work. As of 9th September the cost of electricity has doubled. Income , year in is £26,000 with £20,000 year in costs.

Treasurer's Report: Wednesday 10th August

Covering 8th July – 7th September 2022

Roof-Us

- Nat West shown balance: **£22,119** (15/9/22).
- Reconciliation of incorrectly allocated funds from Lloyds a/c: £487
- Contractor payment (Savills): £1,611 (re-imbursed by National Lottery: £1,498)
- Legal fees (Trowers & Hamblins): £5,727 (re-imburement due Fri 23/9)

General

- Lloyd's + Nat West Business Reserve balance: **£16,522** (09/09/22) –£5,000 in Nat West Business Reserve account earmarked for toilets (£1,000 still to be transferred there)

REVENUES

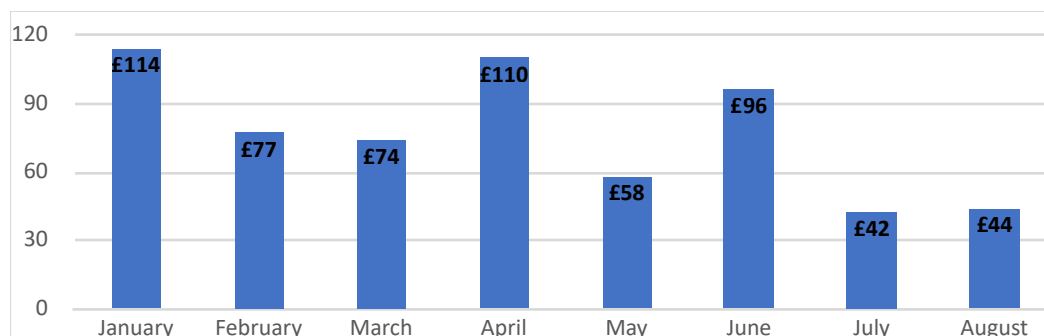
- SCPC grant for toilets: £2,000
- Barn Dance: £650
- Cream Teas: £302
- Flower Show & Tombola: £149
- Yoga: £72
- Table Tennis: £70
- New Vicar licencing: £52
- Pilates: £48
- Tap Dancing: £48
- Skittle hire: £46
- Craft & Chat: £32

COSTS

- Repayments to Roof-Us account: £487 (Curry Night/Mop/Plant Sale)
- Advance payments to Pippa for Tai Chi: £350
- Bulb (Aug/Sep): £250
- Film rights: £123
- Advertising in Roundabout: £120
- Repayments for ball tickets: £90

- Barn Dance costs: £77
- DCT membership: £50
- Cleaning: £44
- Film Night costs: £42
- We used £43.68 of electricity in August (nothing in the meters). We continue to pay £125 a month and our 'debt' stands at £139.09. From September we have upped the rate to £150.

Net electricity costs (less meter receipts)



- Year to date (September 7th) income: **£26,256**; YTD costs: **£20,231**

Bookings:

The Hall will be booked out for a Coronation event as soon as the date is certain.

Electricity supply to Public Toilets:

PC was not present but it was decided to discuss the item anyway. It was felt that rising electricity costs could cause future problems. It was explained that there had been problems getting the sub-committee together for a meeting. RR started to explain that it may be necessary to obtain a licence and also conform with other rules and that he still had concerns about the lawfulness of the process. MC walked out of the meeting after becoming angry.

JT suggested that it might be worth contacting Martin Rich at Devon

Communities together to see if he offer any help with the decision. It was decided that another sub committee meeting was needed before decisions can be made as a firm proposal is needed.

RR asked for it to be minuted that all trustees should have the right to put opinions without being faced with anger or intimidation.

RR, PC,
AM

Bookings for Community Events/ spread through the year:

Concern was raised about the number of community events where no charge was being made to rent the Hall and also their clustering in a short space of time and proximity to trustee organised events. An in depth discussion followed. It was

felt that consumables still have to be paid for and also water and electricity. Also it can get very complicated if people are given special rates. AM suggested that perhaps 4 events could be supported at no fee. ATG suggested that a half price rate could be introduced for community events. It was also decided that organisers should be encouraged to spread events out during the year. It was decided that community events would be charged £4.50 an hour to hire the Hall from 1st January 2023.

Alcohol at events:

RT explained he had concerns about asking for donations for alcohol at events and that more licences should be applied for. An event licence is £21. More realistic prices could then be charged for alcohol. It was decided to apply for licences for the Curry Night and Diving for Pearls.

How to address electricity meter charges:

AM explained the Hall currently pays rates of 78p and 41p. For the main hall with 8 heaters this means a rate of £16 per hour or £8.53 on the cheaper rate which makes it very expensive for winter events. The existing blue meters can't be calibrated high enough to cover the rise in cost. However the black meter for the small hall is okay. The large hall meters will need to be set for the lower rate of £8.53. Hirers will need to know they need to bring large quantities of £1 coins for events. AM will investigate further the types of meters available.

Events:

- **Curry night 15th October-** 38 bookings so far. Lemon meringue and ice cream will be offered as dessert.
- **18th October Village Open meeting -** 7pm for a 7.30 start MP has asked if the hall trustees can provide the tea, coffee and biscuits. JT, MT and AM agreed to do this. RT will present running costs for the Hall and in a the Parish Councils Chairmans letter.
- **22nd October Skittles-** match with Bondleigh. 7pm for 7.30 start. Lin Warre and PC will run.
- **29th October Halloween event-** Helen will be asked if she could take a role in organising this and if she has other ideas for provisions. NC agreed to speak to her.

Feedback on events:

- **Barn Dance 3rd September:** 33 new people attended out of 48. This has been rebooked for next year. It was suggested that the food was very good and should be

better promoted in the adverts next year. An early bird ticket price might promote quicker booking.

- **Come and Chat with volunteers event 17th September** : 23 attendees of which 2 were new to the Hall. A list of suggested events/ activities was obtained. A woking club was suggested- LR will contact David Botting Page to see if he would be prepared to run this.

LR

Any Other Business:

- SH- suggested that running costs per annum should be presented to the public.
- RT- Devon Communities Together have asked to do a health check of the hall but RT has requested this is put back until the building work has been completed.
- NC- Quizz and Puddings 25th November needs organising. MT volunteered to take the bookings. AM will help with the setting up. ATG will be quiz master. £5 per table and £5 per person. Bring your own drinks.
Also the Exbourne Choir event needs advertising - JT will contact the Choir to Find out their usual ticket price.
- JT- David and Gaynor have some polystyrene cups etc which they can donate to the Hall but this was felt to be unnecessary as we are trying to move away from disposable items.
- LR- asked for opinions on putting photos from events on Facebook. It was decided that this should not happen because consent had not been obtained from attendees and was against data protection.
Also suggested that it would be good to form a sub committee to draw up a Proposed calendar of events for the next 12 months. This would help with the spread of events and organisation. JT, LR, NC and MT volunteered to do this.

JT

LR

Date of next meeting: Wednesday 26th October 2022

