

Minutes of the meeting of Sampford Courtenay Village Hall Management Committee held on Wednesday 26th October 2022

Present: Roger Thompson, Mel Thompson, Rory Robinson, Lynn Robinson, Anthony Morris, Mike Carpenter, Andrew Townsend Green, Bob Tucker, Joy Tucker, Phil Collins.

Apologies: Sandra Harper, Nicky Courage.

Minutes of the meeting Wednesday 22nd September 2022: RR proposed and AM seconded.

Matters Arising:

- BT super fast broadband connection: MC explained that there is no allocated fund available to provide funds from the Parish Council. A link was received from Marion Pratt which suggested that Airband would provide free lifetime connection to village halls. RR has contacted them and is awaiting a response. It was decided it would be sensible to wait for a response before making a decision. RR
- **Electricity charging:**
- It was decided after discussion that AM would look into the costs associated with re calibrating the electricity meters to accommodate the increase in energy prices. AM

Items for Decision

Forthcoming events:

- 19th November Come and Chat with Street Pastors talk: MT,LR, RR will organise. MC will ask JC to help. Money raised will go to The Street Pastors.
- 19th November Diving for Pearls: license will be arranged. Help with bar will be needed.
- 25th November Quiz and puddings: 52 people have booked so far. ATG will arrange the quiz and run it on the night.
- 10th December Exbourne Choir: a road sign will be needed. BT, JT, LR and RR will help.
- An enquiry has been received about hiring the hall for dog training. It was agreed that this should be further investigated and RT will meet with the potential hirer.

AGM, Chairman's Report and Agenda:

This is usually an open meeting but not a lot of information is presented. Reports could be sent out to the committee before the 23rd November for agreement and then presented at the meeting. RT proposed working with ATG to this end. It was agreed that having cheese and wine for half an hour after the AGM would make a more sociable event. A very simple general meeting would then be held after this.

Publication of minutes:

JT asked for clarification of how the minutes are made available to the public. It was explained that they are published on the website once they have been agreed at each meeting. JT asked if it might be good to send copies out to volunteers by email as a more personal touch. Minutes are always a month behind and so this may not be as helpful to volunteers as first considered. Minutes can only be sent out once they have been added to the website.

Grass cutting:

It was approved that the arrangement should continue for another year.

Policy on multiple hirers of the Hall at the same time:

It was felt that joint usage of the large and small hall rooms isn't always achievable due to the nature of the activities. If it were possible both hirers would need to be aware of the others needs and negotiate use of the kitchen etc. After discussion it was agreed that £9 hiring fee made the most sense and was the fairest and simplest solution.

Items for information

Project Management:

- **Roof report:** It is week 7 of a 10 week project and everything is on target. The leak in the mens toilet will be covered by the builder and mentioned at the next project management meeting. There are also some flashing issues. It was felt that the rooms are already feeling warmer. The Facebook video updates are very good. Excellent progress has been made.
- **Toilet refurbishment:** AM explained that they are waiting for the mens toilet ceiling to be skimmed and then the lights and painting can be done. The plumbing in the mens toilet is finished. The Ladies plumbing should be finished by the end of the week. The only issue is that there is a supply issue with the windows. Automatic taps have been added at an extra cost. ATG has obtained another grant which has allowed for the taps and also automatic lights to be fitted. This has meant that only £700 will need to be used from Hall resources.
- **Step Ladders:** after discussion it was agreed that the existing ladders need replacing and that PC and AM will oversee this. It was agreed that up to £200 could be spent. The money from the Willow Courses run by Veronica Matthews in December will be put towards this.

Officers Reports:

- Finance:

Treasurer's Report: Wednesday 26th October 2022

Covering 8th September – 23rd October 2022

Roof-Ups

- Nat West shown balance: **£22,510** (23/10/22)
- Spending to date on roof: **£72,101** (budget: £161,070)
- Lottery grants received to date: **£64,203**

Toilets

- Nat West Business Reserve balance: **£3,469**
- Growing Communities Grant from DCT applied for and received: **£3,000** (payable on completion)
- Spending to date: **£2,532** (initial budget: £9,000)
- Agreed with contractor to add painting of ceiling to cost: **£250**
- Addition of sensors on taps: **£192**
- Quotation for electrical work received: **£895**
- Total final cost expected: **£9,777** (£777 from reserves)

General

- Lloyd's balance: **£11,719** (1/10/22) – est.

REVENUES

- DCT grant for toilets (to be paid upon completion): £3,000
- Tai Chi: £344
- Craft & Chat: £8
- Vicar licencing: £52
- Electricity meters: £62
- Curry Night: £741
- Table Tennis: £42
- Yoga (Oct/Nov): £48

COSTS

- Grass cutting: £150
- Curry Night costs: £215
- Bulb (Sep): £150
- We are now in credit (£186) on our electricity bills (we have paid £175 in October, but no usage has yet been charged against, so this will reduce)

Preliminary Financial Year Estimates

- Estimated 2021/22 income:
 - **£89,896**; Costs: **£81,212**
- Excluding Roof:
 - **£19,148**; Costs: **£9,111**

- Excluding Roof & Toilets:

- **£13,148; Costs: £6,579**

Surplus (ordinary activities): **£6,569**

- **Bookings:** Pilates will continue after Christmas. Table tennis evenings are struggling and it was suggested that maybe this could be helped along if other activities were available at the same time eg. Darts. PC suggested that skittles could run on a Friday night once a month during the winter and that he would ask people if they were interested. LR suggested that the skittles could be advertised for hire for weddings and parties.

PC

Feedback on events:

- **Curry Night 15th October:** very successful. 64 people attended and £741 was raised after expenses. Great community event with a lot of attendees from outside the Village.
- **Skittles 22nd October:** 31 people attended + 2 new. £80 was raised. A good link with the Bondleigh community.
- **Halloween Trail:** it was decided that this would be left out this year due to waining interest. It worked well during Lockdown but now there are a lot more activities to choose from in the local area.

Records and administration (exception reporting only):

Maintenance schedule: MC has carried out the annual Health and Safety Risk Assessment and found the fire extinguishers needed servicing. This has been booked and an annual reminder should be received in future.

All external doors and lock mechanisms have been lubricated by BT. It was explained that the fire door in the small hall needs to be shut firmly to engage the locking mechanism.

Review Accident Book: Nothing reported.

Date of the next meeting: Wednesday 23rd November 2022 **7pm for AGM** followed by general meeting at 8pm.