

Minutes of the Annual General Meeting of the Sampford Courtenay Village Hall Management Committee held on Wednesday 23rd November

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

Members of the Public: Cherry Chidwick, Brian Chidwick, David Botting Page, Marion Pratt, Colin Colman.

Apologies: Mel Thompson, Mike Carpenter, Philip Collins, Joy Tucker, Michele Wilson

Minutes of the previous AGM 1st December 2021: SH proposed the minutes should be approved and NC seconded this. The minutes will be signed by RT.

Matters Arising: None.

Trustees' Annual Report: (Copy below): RT thanked ATG for preparing this. As no issues were raised, the committee proposed that the report should be approved. It will be published on the village website.

Sampford Courtenay Village Hall

Registered Charity Number 283279

Trustee's Annual Report for the period 24 October 2021 to 23 October 2022

Aim and Purposes

Sampford Courtenay Village Hall was conveyed by a deed dated 10th December 1952 by Devon County Council, held in trust "*for the purposes of physical and mental training, recreation and social, moral and intellectual development through the medium of reading and recreation rooms, library lectures, classes, recreations and entertainments or otherwise as may be found expedient for the benefit of the inhabitants of the Parishes of Sampford Courtenay and Honeychurch*" and its immediate vicinity without distinction of sex or political, religious or other opinions.

Objectives and Activities

The Management Committee is charged with the maintenance and control of the Trust premises by means of fund-raising activities and income from the letting of the hall. Typical events throughout the year have included the annual flower and produce show, Quiz & Puddings and Curry Nights, skittles matches, a Big Breakfast, Barn Dance and a village Open Gardens event. The hall is regularly let to the parish council for meetings (open to members of the parish) and to private individuals for wedding receptions, christenings, children's parties and even a Flute Day. Yoga, Tap Dance, Pilates and Table Tennis regularly take place at the hall.

During the 2021/22 financial year, some 320 events took place in the Hall, with the premises used for one or more events for 207 out of the 365 days of the year.

A big focus over the past two years has been raising money to replace the roof and, more recently, to refurbish the ageing toilets. We were lucky to be the recipient of a very generous grant totalling £150,000

awarded to us in June to be used for the roof, of which £64,200 has been paid during the 2021/22 financial year.

We have also been fortunate to be awarded four further grants towards refurbishing the toilets: £1,000 from the Arnold Clark Community Fund, £3,000 from the Princes Community Trust, £2,000 from Sampford Courtenay Parish Council and £3,000 from Devon Communities Together.

All work is expected to have been completed in December 2022.

Achievements and Performance

By the end of the financial year, around 60% of the roof work had been completed. This included stripping the old slates, adding a layer of insulation using “super-foil” followed by felt and battens. New lead work and soakers have been installed and many of the old slates re-used on the front of the building. In addition, the chimney has been repointed and made safe.

The gents’ and ladies’ toilets have had their old fixtures and fittings removed and replaced. The floors, windows and lighting have been replaced and ‘sensor’ taps and lighting installed to minimise the need for human contact with the facilities.

Financial Review

The accounts have yet to be fully audited. We began the year with £5,808 in our general account and £25,672 in the Roof-Ups account. Hiring income, at just under £4,000, was substantially up from the previous two years due to the end of COVID restrictions, but also higher than in any of the past five years. We are now using the Hall most days of the week for regular hirers such as Yoga, Pilates, Table Tennis, Tap Dancing and Tai Chi.

Exbourne Choir practices in the Hall each week and we have enjoyed hosting a range of special events over the course of the year including the very successful Open Gardens in July, two Curry Nights, a Big Breakfast, a Barn Dance, two Film Nights and much more besides.

It should be noted that we also raised £5,448 for the roof project, up on last year’s total of £5,313. This was achieved via a number of special events including Veronica’s successful willow weaving class, a plant stall and a Chilli evening.

We are grateful to Matthew Biddlecombe, who has continued to clean the hall for two hours each month. That with a cleaning rota shared between committee members helps to keep the hall clean and tidy for hirers/events and to Trevor Davey, who looks after the grass outside.

Electricity bills, unsurprisingly, have seen steep rises this year, with payments up from £566 to £1,109. Although we began the year in ‘credit’ on our account, our monthly payment of £44.36 soon turned into ever increasing debt as charges ratcheted up. This led us to gradually increase our monthly payment, now standing at £175. We are now back in credit and continue to review the optimum monthly fee. Receipts from the electric meters totalled £251. Expenditure on water doubled this year to £82, back in line with pre-COVID spending.

Plans for the future

The trustees intend to continue to provide the usual activities for the benefit of the community with, we hope, an enhanced level of enjoyment under a warmer, more weather-proof roof and with cleaner, brighter and more welcoming toilets!

Completing work on the roof and the toilets are the immediate priority and we hope to carry out some redecoration in the main hall during the year. We are planning the return of both the Village Fete and the

Dog Show next year. We would also like to show more films and to continue to run the popular Big Breakfast and Curry Night events.

Structure, governance and management

The structure, governance and management of the hall is detailed in the Constitution adopted at the AGM in December 2016. The committee meets on the first Wednesday of each month.

Reference and administrative details

The current contact is Mrs Lynn Robinson, The Granary Barn, The Barton, Sampford Courtenay, Okehampton, Devon EX20 2SY Email: lynn.robinson21@icloud.com The charity's bank accounts are held at Lloyds Bank, Okehampton and NatWest, Tavistock.

Chair's Report: (Copy below). The rate and range of events are very encouraging. RT expressed his thanks to the members of the committee for their hard work to support the running of the Hall over the year. Thanks was also expressed to Michele Wilson, David Botting Page, Marion Pratt and the community for their help with the Lottery Bid and fund raising. It has been a very productive and exciting year.

Sampford Courtenay Village Hall

Chair's Annual Report November 2022

This report covers the period 24 October 2021 to 23 October 2022

Much of the detail of the Hall's activities in pursuit of its objectives is covered in the Trustee's Annual Report but there are some additional points I would like to highlight in this report.

The Village Hall has hosted a wide range of recreational activities covering the whole range of purposes set out in the original deed established in 1952. Including:

- Craft afternoons
- Tai Chi
- Yoga
- Community Choir
- Flower Club
- Table Tennis
- Tap Dancing
- Film night
- Cream Tea
- Barn Dance
- WI meetings
- Curry night

For a small parish the fact that the Village Hall has been used for 207 days out of 365 is testament to both the Hall's popularity as a venue and the hard work of both Trustees and Volunteers in managing and administering all this activity. Since June Trustees have been collecting data on attendance and have recorded a total of 1945 visitors of whom 727 were "one-off" attenders. For a six month period that is an outstanding level of engagement and use of our facilities.

As well as the important day to day running of the Hall and its events I look back on the specific goals I set for my period of tenure as Chair of the Trustees and it is gratifying to note how much has been achieved.

1. We have successfully secured sufficient funding to complete the roof renovation, the majority of this from the National Lottery Community Fund.
2. A treasurer has been recruited to fill the vacancy.
3. We have revised a wide range of policy documents.
4. We have updated the format of meetings to better address our core purpose.

In addition we have secured additional funding to completely renovate both Ladies and Gents toilets adjoining the main hall.

An important function of this report is to acknowledge the contribution of key individuals in the running of the Hall and the success of the activities that take place there.

I would therefore like to thank Lynn Robinson who diligently reports of all of our meetings and produces accurate minutes in a very timely fashion.

Thank you to Nicky Courage who deploys her skills to good effect by ensuring the catering at our events is of good quality and much appreciated by those who enjoy their food! Nicky has many helpers and Moira Viggers deserves a special mention for her excellent curries. There is always a happy band of helpers in the kitchen too numerous to mention but thanks are extended to all who lend a hand.

Joy Tucker continues to manage all our bookings, no mean feat considering the volume and range of activities, thank you Joy.

Thank you to Anthony Morris who keeps an eye on many the practical issues at the hall, not least keeping tabs on all things electrical.

I was delighted to welcome Andrew Townsend Green as a new Trustee this year. Andrew has proved to be a diligent and effective Treasurer and we couldn't manage the finances without him. Thank you Andrew.

Mike Carpenter will be known to many throughout the Parish for the outstanding contribution he has made towards the whole roof project and even now he is ensuring that the work being carried out is to the right standard. Thank you Mike for the key role you have played in bringing the roof project near to its conclusion.

Beyond the Trustees there are many volunteers and supporters of the Village Hall and in particular I would like to mention Michele Wilson. Michele was instrumental in putting the successful bid together that secured the lottery funding. In addition Michele never misses an opportunity to identify other sources of funding on behalf of the Hall.

Marion Pratt continues to support the Village Hall and her experience and contacts are always helpful. Thank you Marion.

For the future we will have some more challenges to face. When the roof refurbishment is complete and the building is both drier and warmer we will be able to turn our attention to the decor and making good internally. There is a need to revisit arrangements for the storage of equipment. In terms of the Village Hall as a community hub I believe there is scope to increase engagement with our existing users and to broaden the appeal of the Hall to prospective customers. Finally I believe an important legacy for the future will be to build a modest level of financial reserves to enable Trustees to manage the ongoing upkeep of the building and to continue to improve the Hall and what it has to offer.

I would like to take this opportunity to extend my personal thanks to all the Trustees for supporting me in my role as Chair over the past year.

Roger Thompson
Chair, Village Hall Committee

Treasurer's Report: The Treasure's Report was contained within the Trustee's Annual report. A copy of the Village Hall accounts (attached) for the period 24th October 2021 to 23rd October 2022 were provided for the committee to consider and were approved. These will be published on the village website.

Election of New Committee:

The following Representative Trustees are willing to remain on the committee:

Rory Robinson- SCPCC

It was agreed that LR would contact the Flower Club to see if a new member could be found.

Cherry Chidwick has agreed to represent the WI at meetings when she is able.

The following elected Trustees are willing to remain on the committee:

Anthony Morris

Nicky Courage (Publicity)

Andrew Townsend Green

Bob Tucker

Joy Tucker (Bookings)

Lynn Robinson

Mel Thompson

Roger Thompson

Mike Carpenter

Officers were agreed as follows:

Chair: Roger Thompson

Vice Chair: Rory Robinson

Treasurer: Andrew Townsend Green

Secretary: Lynn Robinson

Any Other Business- Questions were taken from the public attending the meeting.

Veronica Matthews asked if it was worth continuing the Village and beyond calendar of events that has been trialled. After much discussion it was decided this was very useful and should be continued in an easier format that can be easily accessed by organisations and doesn't duplicate existing information.

David Botting Page asked if an outside noticeboard could be provided to advertise events and provide emergency contact details. RT said this would be investigated.

David also asked if the committee were trying to involve younger families and older residents at events. It was explained a Children's Champion was in place and every attempt was made to involve children but this was proving very difficult. Work is being done by the Pastoral group from St Andrews and contact has been achieved with the NHS. A pensioners lunch has been planned for February 2023.

Colin Colman asked if members of the public could attend general meetings of the committee. RT explained he would look into this and provide a definitive answer. VM said the committee were always very helpful if information was required and prepared to raise issues at meetings in response to email enquiries.

Date of next AGM: Wednesday 6th December 2023.