

Minutes of the meeting of Sampford Courtenay Village Hall Management Committee held on Wednesday 23rd November 2022

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

Apologies: Phil Collins, Mel Thompson, Mike Carpenter.

Minutes of the meeting Wednesday 26th October 2022: SH proposed and AM seconded.

Items for Decision

Forth coming events:

- 10th December Exbourne Choir Concert: Refreshments will be served- mulled wine, mince pies , Stollen cake. NC and LR refreshments. RR on door. A raffle for the hall. Money from tickets will be split with the choir, excluding cost of heating.
- 20th January: Operation Mincemeat. 7pm for a 7.30 start. £5 rebooked tickets. AM will help set up. NC refreshments. MC take money?
- Skittles: LR will contact PC to see if he will lead this during the winter months.
- Digital Devon: LR has been in contact with them with regards to providing computer training. They will provide equipment and trainer. There is no cost. Courses are of varying types and length. 6 people would need to be interested.LR is waiting to hear from the local organiser.
- Proposed events calendar 2023: The sub committee met and drew up a proposed calendar of years events. This has been shared with the committee. It was agreed this could now be shared on the village website.

Exception reporting for information

Project Management:

- **Roof:** AM reported there are still a few leaks to be dealt with. The weather has slowed work a little. RR asked if the roofers were aware the Hall lost a booking because of the leaks? AM said he was unsure but this may be worth raising. 2.5% is kept back so any further leaks will be covered after work is finished.
- **Toilet refurbishments:** almost finished.The upper walls need cleaning and then repainting. A cleaners sink in the disabled toilet would be a useful addition. AM will investigate this.The new toilets have greatly enhanced the hire ability of the Hall. AM suggested that flooring with barrier mats in the lobby areas would be a good next step.

Officers reports:

- **Finance:** ATG asked if money collected could be given to him in advance of meetings.

Treasurer's Report: Wednesday 23rd November 2022

Covering 24th October – 20th November 2022

Roof-Us

- Nat West shown balance: **£20,748** (20/11/22)
- Spending to date on roof: **£97,275** (budget: £161,070)
- Lottery grants received to date: **£87,615**

Toilets

- Nat West Business Reserve balance: **£2,575**
- Growing Communities Grant from DCT applied for and received: **£3,000** (payable on completion)
- Spending to date: **£3,427** (initial budget: £9,000)
- Electrical works completed and paid for: **£895**
- Total final cost expected: **£9,777** (£777 from reserves)

General

- Lloyd's balance: **£9,389** (1/11/22)

INCOME

- DCT grant for toilets (to be paid upon completion): £3,000
- Craft & Chat: £8
- Nicola Bennie hire: £55
- Pilates advance payment: £40

PAYMENTS

- Insurance: £1,618
- Returned payment to Nicola Bennie: £55
- Pippa Cherrington (Tai Chi): £350
- Water: £16
- Bulb (Nov): £175
- We are now in credit (£81) on our electricity bills (we used £124 worth of electricity in October (£156 in September)

Preliminary Financial Year Estimates

- Estimated 2021/22 income:
 - **£88,464**; Costs: **£80,453**

Surplus (ordinary activities): **£6,322**

- **Bookings:** The Hall will be booked for the elections in May 2023. Discussion was held to confirm the hiring fee.

Feedback on events:

- Come and Chat with Street Pastors talk: 23 attendees with 4 new people. £75 was raised for the Street Pastors in Okehampton. Julie Baileys talk was interesting and informative.

Records and Administration:

- **Maintenance schedule:** The disabled toilet lock requires mending. BT will look at it.
- **Review Accident Book:** Nothing reported.

Date of next meeting: Wednesday 18th January 2023

