

Minutes of the meeting of Sampford Courtenay Village Hall Management Committee held on Wednesday 18th January 2023

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

Apologies: Mel Thompson, Roger Thompson, Cherry Chidwick.

Agree Minutes of the meeting Wednesday 23rd November 2022: AM proposed and ATG seconded.

Matters Arising:

- **Electricity charging:** it was felt there was nothing new to add to this.
- **Attendance by public at Village Hall Meetings:** This was raised at the open meeting by a member of the public. RT has communicated with the person concerned and it was confirmed that meetings are not open to the public, other than the AGM.

Items for Decision

Forthcoming events:

- Friday 20th January- film- Operation Mince meat: 47 bookings. Very popular and some people have already booked for the next film. ATG and MC will take money at door. Drinks can not be charged for but a suggested donation notice will be in place. NC will help with refreshments.
- Tuesday 24th January- Digital Skills training: 2-4pm. No charge and open to any skills level. Has been well advertised but word of mouth would help. There has been an offer made of iPads for villagers to loan.
- Wednesday 15th February- Pensioners lunch: this will be offered to over 55's on a ticket basis. Shepherds pie and crumble meal. Maximum of 30 people. It will be advertised by posters and email. LR, NC and MT will coordinate.
- Friday 24th February- film- Mrs Harris goes to Paris. Already 7 booked. May need to think about raising the price. New exit lighting is now in place for films.
- Saturday 4th March- Big breakfast: 8.30 till 10am. Cost £7.50. Advertising will start quickly. SH, BT, JT, RR, LR to help and NC coordinating.

Replacement of windows:

MC explained that when the Lottery last visited they asked if there was anything that any surplus money could be used for. 3 contractors were asked to quote to

replace the remaining windows. £20,000 was the best quote received. There is a meeting next week with the roof contractors for snagging and final invoicing. This will show how much money is left and allow for decisions to be made. There is £18,000 in the Roofus account at the moment. All agreed that this would be a good thing to pursue.

Annual Accounts:

These have been ratified and submitted to the Charities Commission.

Electric car charging points:

A request was received from North Tawton Nature and Sustainability group regarding the Hall hosting a public EV charge point. RT asked Martin Rich from Devon Communities together for advice on this. He made the following comments:

- installation costs can be considerable and impact on income from charging.
- The Village Hall is not really in the business of making a profit from vehicle charging.
- It is likely that any villagers with electric vehicles would make arrangements to charge at home, even allowing for parking at home.
- The Village Hall is not a convenient location for anyone passing who needs a charge.
- The impact of a charging point on car parking spaces should be considered.
- How could you ensure equality of access to the point?

This would involve costs to the Hall. AM suggested that access isn't ideal, if the hall is in use the car park would be full and there is not much electricity left if the Hall is in use. RR suggested the New Inn would be a much better place to use and MC agreed because people need something to do whilst their vehicle is charging. After discussion it was felt this was not something the Hall should consider due to access, capacity, space and costs.

Putting the Google Calendar on the Village website:

After discussion it was decided that privacy needs to be maintained for private hirers. The live link may cause some problems. RR, JT and JC will meet to look through how this could be managed.

Items for Information:

Project Management:

- **Roof report:** The final meeting is next week. It is substantially finished with a few snagging issues.

- **Toilet refurbishment:** This cost £9745. £739 was from Hall funds and the rest from grants. All agreed that it was a brilliant job. Part of the condition of the grants was some publicity. It was felt this could be achieved with a grand reopening when all work is finished.

Officers Reports:

- **Finance:**

Treasurer's Report: Wednesday 18th January 2023

Covering 20th November – 16th January 2023

Roof-Ups

- Nat West shown balance: **£17,874** (15/1/23)
- Spending to date on roof: **£117,801** (budget: £161,070)
- Lottery grants received to date: **£87,615**

Toilets

- Work completed
- Total final cost: **£9,745** (£739.38 from reserves)

General

- Lloyd's balance: **£10,442** (16/1/23)

INCOME

- DCT Grant for toilets: £3,000
- Willow weaving: £515
- Electric meters: £188
- Quiz & Puddings: £395
- Christmas Cheer: £333
- Exbourne Choir: £183
- Yoga: £108
- "SC ROOFUS – COVID" - £216 (unknown source)

PAYMENTS

- WG Morris & Sons (floodlights+): £469
- Fire extinguisher service: £139
- Ladder: £189
- Toilets: £6,318
- Mike (manhole cover): £79 (Nat West – awaiting refund?)
- Pans & dessert bowls: £99
- Bulb: £150 (January)

- After lowering our monthly payment to £150, we are now back in debit (of £162) as Bulb did not take a payment in December. We used £173 worth of electricity in December (£243 in November). I have moved the monthly payment back to £175.

Audited Financial Year accounts:

- 2021/22 income:
 - **£88,464 (General: £12,813/Roof: £75,650);**
- 2021/22 Costs:
 - **£80,453 (General: £7,251/Roof: £74,650)**

Surplus (ordinary activities): **£6,322 (General: £5,562/Roof: £760)**

- **Bookings:** 10th February a 2 hour private hire has been booked.

Feedback on events:

- 25th November- Quiz and puddings: well attended- 70 people. Improvements to make: a microphone, a prize for winners, a designated team to help clear up at the end. It was suggested it could run twice a year. ATG will look at this with a view to 28th April 2023.
- 5th/ 6th December- Willow Courses: Thanks was noted to Veronica Matthews for her hard work organising and running these. 33 people attended and £515 was raised.
- 10th December - Exbourne Choir: £173 was raised. It was a great concert however the weather and World Cup kept attendance low. It may be better to hold similar events in the afternoon rather than evening to encourage attendance in the winter.

Records and administration (exception reporting only):

Maintenance schedule: Nothing reported.

Review Accident Book: Nothing reported.

AOB:

- RR- West Devon Council sent an email about a lottery license. RR has looked into this on Government sites and the Gambling Commission site and feels that a license is not necessary for the raffles the Hall has at present. It was noted that the Parish Council have discussed this at their meeting and the Representative from West Devon Council had said the PC were paying for a license. RR is waiting to hear from the west Devon Council about whether this is necessary.
- LR- Emergency contact lists are now on display in each room of the Hall.
- Bank accounts: ATG would like to move money in accounts around so that the NatWest account can be used rather than Lloyds. This will make it much easier to

keep track of money and allow use of BACCs payments. All agreed that this was a good idea.

- It was noted that some hirers were not aware of the increase in Hall charges. It was suggested that in future letters should be sent to hirers after discussions at the September meeting when rent is reviewed.
- Platinum Jubilee Fund: ATG has looked into grants from this source. they will meet up to 20% of costs to improve and refurbish Village Halls. It doesn't include decoration or maintenance. Improvements have been mentioned at meetings but not actioned. It was decided to put this on the agenda for the next meeting. AM suggested that this grant may help with the planned window replacement. ATG will look into applying.
- NC-Notice boards: NC asked if she could order some boards for inside the hall as this had been previously agreed. This was agreed. Also it was suggested that it would be good to have boards external to the hall to advertise to passing people. It was felt this was a good idea and they could be located by the hall entrance and steps up from the road. NC will look into this and find costings.
- SH- February thank you meal: It was agreed to arrange this for the end of February. RR will talk to the New Inn and arrange.
- BT asked if anyone knew where the metal paint for the toilet gate was being stored on behalf of the PC. AM said he would deal with this.
- BT also asked on behalf of the PC if there would be a charge for the Hall to be used for defibrillator training. This was felt to be educational and for the benefit of the whole community and therefore no charge would be made.
- SH asked if the Summer fete at Culverhayes could be put onto the next meetings agenda.

Date of the next meeting: Wednesday 15th February 7.30pm