

Minutes of the meeting of Sampford Courtenay Village Hall Management Committee held on Wednesday 15th March 2023

Present: Roger Thompson, Nicky Courage, Rory Robinson, Lynn Robinson, Anthony Morris, Bob Tucker, Joy Tucker, Mel Thompson, Cherry Chidwick, Andrew Townsend Green.

Apologies: Sandra Harper.

Agree Minutes of the meeting Wednesday 18th January 2023: ATG proposed and RR seconded.

Matters Arising:

- **Google Calendar:** JT, RR and JC met with members of the Belstone Village Hall which was very pleasant but didn't really help much further with the calendar. JT and JC are meeting tomorrow to have another attempt and will also contact the administrator for the website for further help. JT, JC.
- **Flower Show:** Information was passed to MP who was very pleased with the Committees support.
- **FanHeaters being used in the hall:** RT discussed this with the hirer and explained why this was not possible. It was an amicable conversation and the problem will hopefully not recur.
- **Notice Boards:** After discussion it was decided to purchase a glass fronted, lockable, metal framed board for outside the Hall for £249 and a wooden framed large board with blue felt backing for the large hall.

Items for Decision

- David Botting Page : David explained that 2024 is the 475th Anniversary of the Prayer book rebellion. He has a copy of the Mummers Play that was used at the last celebration and some photos of the event. He suggested it could be a good opportunity for a community event to mark the occasion with groups like the PC, Church, Village Hall trustees, WI, Flower Club and Grumpies getting involved. Groups could organise different parts of the event. AM suggested it would be good to have an overall committee and he would be happy to represent the Hall and provide a link with DBP. There is a film of the previous events which could be shown on the big screen. An event on Saturday 8th June 2024 would be ideal. The Trustees agreed in principal to become involved.

Forthcoming events:

- Friday 24th March: film- The Duke: 38 booked in. 50 maximum. ATG, MT and RT will help. Set up the hall from 3pm on the day.

- Friday 21st April: film- Les Miserables. Set up 3pm on day.
- Friday 28th April: Quiz and Puddings- Team needs to set up and pack away. Prize for winners and wooden spoon for losers. BT will assist ATG with quiz.

The committee discussed the need to sort out details of events further in advance to hit advertising in the Roundabout and Okey Links.

Quote for painting the Hall:

ATG obtained a written quote for painting the large hall from Malcolm Luke from Meeth. This was for £800 - 850. This was agreed in principle, with the need for a definitive costing and selection of colours.

ATG

Purchase of a microphone and speaker for use at events:

After complaints from attendees at the Quiz and Puddings ATG has looked into costings for this. It was suggested it might be worth contacting TB. RR explained it would not be easy to link a microphone and sound system for the film showings. RR suggested that the PC might contribute to this as it was looked into previously. ATG will research this item. BT will ask the PC.

ATG/BT

Increased cleaning hours:

RT suggested that with the increased use of the hall it would be good to increase the cleaning hours. RT has spoken to Matt and he is keen for this to happen. After discussion it was decided to increase cleaning to fortnightly, Trustees clean up after events and the tick list is used quarterly. Matt's hours will be 2 hours a fortnight with an increased payment to £25 each time. He will be encouraged to report any issues to LR. RT will inform Matt of the Trustees decision.

Items for Information:

Project Management:

Roof project- The rubbish has now been removed but there are still some items of outstanding work. AM will contact MC and explain the intention to write to the builders asking them to complete this. AM has also found a problem on the roof over the small hall and will continue to monitor this.

Officers Reports:

- **Finance:**

Treasurer's Report: Wednesday 15th March 2023

Covering 1st January – 1st March 2023

Roof-Us

- Nat West shown balance: **£30,962** (1/3/23)
- £731 received from Trowers & Hamlins (returned deposit)
- £20,107 budgeted for windows replacement
- Spending to date on roof: **£148,240** (budget: £161,070)
 - Holding 50% of retention fee (£3,750) payable in June to WRE
- Total Lottery grants received (inc. contribution towards windows): **£150,000**
- **ESTIMATED £7,105 SURPLUS - TO BE SPENT ON HALL IMPROVEMENTS?** (Now in interest-bearing a/c)

General

- Lloyd's balance: **£9,954** (28/2/23)

INCOME

- Electric meters: £85
- Film Night x 2: £574
- Hall Hire (Yoga, Tap, Pilates, Dog Training, SCPC, Honeychurch quiz): £404
- Community Lunch: £155
- Craft & Chat: £36
- Big Breakfast: £468
- *Exbourne Choir owes us £525 (to end Feb)*
- *Table Tennis owes us £70-80*

PAYMENTS

- Water: £26
- Electricity: £175 (Feb); £150 (Jan)
- Cleaning: £44
- Floodlights: £468
- Film rights: £221 (2 x films)
- Big Breakfast expenses: £183
- We used £84 worth of electricity in January and £180 in February. I have moved the monthly payment back to £175, as we are now £94 in debt.

To date (all known transactions in 2022/23 FY):

Income (exc. owed money): £3,900

Expenses (exc. Toilets): £4,444

(expenses inc. floodlight installation)

At this point revenue is ahead of costs. ATG is now invoicing everyone who hires the hall. The forecast is looking good. RT asked if a financial forecast for the year could be drawn up. ATG will do this.

ATG

- Bookings:

Exborne Choir have booked the hall on 24th June for a summer concert from 4-10pm and would like the staging set up as for their last concert.

JT asked if the Trustees could consider the issue of late night music timings and it was agreed to add this to the next agenda.

LR

The PC would like to hold their Annual meeting on 17th May and so the trustees agreed to change the date of the May meeting to 10th May.

LR

Feedback on events:

- Friday 24th February: film- Mrs Harris goes to Paris: 43 people attended. Very successful.
- Saturday 4th March: Big breakfast: About 60 breakfasts. Great feedback. 3 bookings from The Beeches. After discussion it was decided to raise the price next year to £8.50 as less money is being raised due to increased costs.

Records and administration (exception reporting only):

Maintenance schedule:

MC and DV have fixed the curtain behind the bar area.

BT will unpack and assemble the new ladder for use in the Hall.

BT

Review Accident Book: Nothing reported.

AOB:

- AM raised the issue of Trustees profiles on the Village website. It was agreed that these could be updated if people wished. CC would be added and MC removed.
- ATG asked if a working party could tidy the flower beds at the Hall. 2nd April at 9am was agreed and JT will let the volunteers know.
- ATG raised the need to update the Constitution. It was agreed that ATG, RT and LR will work on this.

Date of the next meeting: Wednesday 19th April 7.30pm