

Minutes of the meeting of Sampford Courtenay Village Hall Management Committee held on Wednesday 19th April 2023

Present: Roger Thompson, Nicky Courage, Anthony Morris, Bob Tucker, Joy Tucker, Mel Thompson, Cherry Chidwick, Andrew Townsend Green, Sandra Harper.

Apologies: Rory Robinson, Lynn Robinson.

Agree Minutes of the meeting Wednesday 15th March 2023: RT proposed and SH seconded.

Matters Arising:

- **Google Calendar:** This has now been dealt with with the help of BT and JT's son. JT, J Carpenter and M Pratt have access to edit the calendar. AM and MT questioned who will have priority over the Calendar.
- **Notice Boards:** The external board is in situ. The internal board is ready to be put up. BT and RT to discuss final position after the meeting.
- **Decoration of the Hall:** Work will commence on 5th June 2023. Paint colours were selected: white for the window sills; sandstone silk finish for the panelling and apricot white emulsion for the walls.
- **Microphone and speaker:** AM brother has a PA for use at the quiz.
- **Increased cleaning hours:** Matt has commenced the extra hours. He will clean on Tuesdays. £50 for a months cleaning.

Items for Decision

Forthcoming events:

- Friday 21st April: film- Les Miserables. 17 booked in. Set up 3pm on day.
- Friday 28th April: Quiz and Puddings- prize has been bought. Questions are ready. Scoring was explained. RR will take the money. JT will ask for volunteers to help.
- Sunday 7th May Coronation- John Friend will distribute the mugs at the picnic at 1.30pm. M Pratt will then organise the children's races straight after this. The hall will be decorated from 10am on Sunday. ATG will look into grants for the event.

Late night music: for amplified music AM proposed 10pm outside and midnight inside. This was agreed by the committee and will apply to future bookings.

Risk assessment:

- Rubbish behind the hall needs clearing.
- Extractor fan in the kitchen- AM will deal with this.
- PAT testing needs to be done.

AM

RT asked BT to bring items of risk assessment to meetings as and when they need to be dealt with.

ATG asked about fire alarms. AM, BT and ATG will address this issue.

AM, ATG,
BT

Reorganisation of the bar: MT proposed this. Crates for glasses would cost £112.40. The shelves will be relined and area tidied. The committee agreed this should be carried out.

MT

Items for Information:

Project Management:

Roof project- Am reported the guttering has been half done. The site has been tidied. A broken tile has been replaced. The builders have looked into the damp problem in the mens toilets and believe water may be seeping through the chimney. The builders are preparing a proposal although AM says the problem seems to have resolved for now.

Officers Reports:

- Finance:

Treasurer's Report: Wednesday 19th April 2023

Covering 1st March 2023 – 10th April 2023

Roof-Us

- Nat West shown balance: **£31,136** (12/4/23)
- £170 received* from Mark Hedges (sold off Celotex sheets)
- £20,107 budgeted for windows replacement
- Holding 50% of retention fee (£3,750) payable in June to WRE
- Estimated £7,275 SURPLUS (Now earning interest)
- Painter booked for w/c June 5th (£850)

*Unsigned!

General

- Lloyd's balance: **£11,146** (11/4/23)

INCOME

- Electric meters: £159
- Egg decorating workshop: £180
- Hall Hire (Yoga, Tap, Flower Club, Table Tennis and Exbourne Choir back payments): £720

- Big Breakfast: £468
- Donations: £100 (Joe's Garden equipment + Dog Show)
- Charis Donnelly says she has now paid us £45 up to 27/3 after a 'mix-up' with her accounts...
- *Exbourne Choir owes us £162 (to end Mar)*
- *Exbourne School owes us £22.50*

PAYMENTS

- Water: £26
- Electricity: £175 (March); £119 (April)
- Cleaning: £22 (increased to £50 from April payment)
- Auditing services: £40
- Big Breakfast expenses: £183
- Quiz & Puddings prize (Prosecco): £8

Forecasts (exc. Grants, Roof, Toilets, Floodlights)

- Year to date revenues (Nov – Apr) +46%
- YTD number of events: +57% (185 vs. 118)
- Year to date costs: +15%

- Full year forecast revenues: £14,824 (+40% vs. £10,589)
- Full year forecast costs: £7,200 (+16% vs. £6,203)

Year to date (all known transactions in 2022/23 FY to April 11th):

Income:	£5,500
Expenses (exc. Toilets & floodlights):	£4,010
Surplus:	£1,490

ATG explained there are very few bad debts remaining after chasing up.

The electricity supply is now with Octopus Energy.

Revenue is up 46% and costs up 15% year to date. Projection of up to £7000 surplus at the end of the year. This could lead us into the position of having some reserves. ATG suggested considering interest bearing accounts for any surplus funds.

- Bookings:

Princes Fund booking was cancelled.

Further dog training sessions are booked for Mondays and Tai Chi has been removed.

JT is able to put provisional bookings on the calendar.

CC asked whether next years WI meetings can be moved to 2-3pm. JT will confirm.

Feedback on events:

- Friday 24th March: film- The Duke: very well attended- 53. Greatly enjoyed.
- Tuesday 18th April: Community Lunch- 23 attendees. Several people new to the event. Very successful. People are enjoying the chance to get together.

Records and administration (exception reporting only):

Maintenance schedule:

Nails have been cleared from the car park.

Gardening session was carried out.

Review Accident Book: Nothing reported.

AOB:

- LR requested the outside wall between the toilet windows be painted and a climbing rose/ hydrangea trained up the wall. This was agreed in principle . A colour will be chosen.

Date of the next meeting: Wednesday 10th May 7.30pm