

Minutes of the meeting of Sampford Courtenay Village Hall Management Committee held on Wednesday 12th July 2023

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

Apologies: None

Agree Minutes of the meeting Wednesday 10th May 2023: RR proposed and AM seconded.

Matters Arising:

- Water Butt: Now in place and ready for use.

Items for Decision

Forthcoming events:

- Saturday 15th July- Come and Chat with a Talk- MT, RT, LR and RR volunteered to help.
- Saturday 12th August- Produce show refreshments- MT, NC, RT, LR, RR. Other volunteers needed.
- Sunday 20th August: Cream tea and music - posters are up and adverts in place. Bookings are starting to come in. 2pm on the day to set up.

Review of Constitution:

This is in progress. RT, LR and ATG will be in touch via email.

RT, ATG,
LR

Risk Assessment:

BT explained this was the responsibility of all Trustees. They should have this in mind when planning events. Fire doors should be kept clear. PAT testing is complete and has been logged with BT and LR. Fixed wiring is due for testing in 2024. Smoke alarms are now in place. The accident book, chairs, tables and grounds should be checked on a regular basis. AM suggested a book with a checklist might be useful. AM and BT will meet and decide how things should be inspected and this recorded.. RT suggested the need to formally record and sign off. Whatever is decided on needs to be easily transferable if others need to take over. It might be useful to record this in the minutes.

BT, AM.

Items for Information:

Project Management:

Roof:

26th July is the final date for defects and payment. AM explained there are a few outstanding items.

AM also explained that there was a design fault with the new extension roof which needs a solution. He asked if some of the contingency money could be used to sort this out. It was agreed that AM will talk to the roofers and see if there will be sufficient funds to get this done. AM will will inform RT and ATG when the final work has been carried out.

AM

Officers Reports:

Treasurer's Report: Wednesday 14th June 2023

Covering 1st June 2023 – 10th July 2023

Nat-West

- Nat West shown balance: **£31,059** (£31,885) (10/7/23)
 - Current: £3,994 (£4,855)
 - Business Reserve (1.15%): £7,041 (£7,030)
 - Liquidity Manager 35 Day (6.0%): £20,024 (£20,000)
- Interest of £35.01 earned in June
- £20,107 budgeted for windows replacement
- Holding 50% of retention fee (£3,750) payable in July to WRE

Lloyds

- Lloyd's balance: **£10,582** (10/7/23)

INCOME

- Exbourne choir donation: £407
- Drewsteignton Garden Club donations: £165
- Council elections: £186
- Hire of Hall (Yoga, Tap Dancing, one-off events etc.): £371
- Hire of Hall (invoiced/unpaid – Dog Training, Exbourne Choir, Tap, Flower Club, SCPC): £585

PAYMENTS

- Decoration of Hall: £850
- Smoke alarms & control unit: £634
- New locks and keys: £238
- Electricity: £55 (June). £46 (July)
- Cleaning: £50

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

- Year to date revenues (Nov – July 10th) +22%
- YTD number of events: +41% (284 vs. 201)
- Year to date costs: +66%

- Full year forecast revenues: £13,236 (+25% vs. £10,589)
- Full year forecast costs: £9,500 (+53% vs. £6,203)

Year to date (all known transactions inc. invoiced in 2022/23 FY to July 10th):

Income:	£9,265
Expenses (exc. Toilets & floodlights):	£7,253
Surplus:	£2,012

- Bookings:

There has been an enquiry from the WI about using the Hall for a training workshop. They asked about parking and it was estimated that about 15 cars could be parked. They also enquired about use of the projector and screen and JT will suggest contacting the Parish Council. Exbourne choir may use the Hall for 1 and a half hours a couple of times a month on a Wednesday when the Trustees and Council don't meet. They will decide on this in September.

There was discussion about the use of the Hall by not for profit groups. LR explained that the Craft group were non profit making and had payed full rate to use the hall. It was agreed that there should be no reductions because the Trustees need to pay for the Halls upkeep.

Discussion was held about use of the Hall for the Prayer Book Rebellion meetings and rehearsals. It was agreed that this was Community use and therefore should be charged at £4.50 per hour.

JT explained there had been several emails from hirers about how lovely and clean the Hall was. It was agreed that LR would let Matt know about this.

LR

Feedback on events:

- The table top sale was cancelled due to lack of interest but this was lucky as the road to the Hall was closed on that day due to the Airband work.

AOB:

- ATG- Rough quotes have been obtained for the decorating of the small hall, mens toilets and the front door. This could be carried out in November. It

was agreed to book the time but ATG will obtain a more accurate quote and monitor the expenditure. A decision about the colour for the outside door will need to be made.

- LR- an email from Matt had been received explaining that a blue block from the mens urinals had been dropped onto the floor and ground in. Unfortunately this has stained the floor despite attempts to remove it. It was discussed as to whether a returnable deposit should be taken from hirers. It was decided to leave this for now.
- NC- Booking form- raised that emphasis needs to be placed on leaving the building as they found it, particularly emptying bins. It was decided that hirers should sign agreeing to leave the Hall as they find it. RR suggested it could say on the form how much cleaning costs and charge pro rata if necessary. JT will forward the existing forms to the Trustees and this can be discussed at the next meeting. It was also suggested that a check list could be displayed by the exit and in the kitchen to encourage tidying etc.
- RT- proposed thanks to ATG for organising the change of the locks and the painting of the Hall.

Records and administration (exception reporting only):

Maintenance schedule: BT has worked on the ground near the front step in the car park where water was pooling and this problem seems to be solved.

Review Accident Book: Nothing reported.

Date of the next meeting: No meeting during August. Wednesday 13th September 7.30pm