

Minutes of the meeting of Sampford Courtenay Village Hall Management Committee held on Wednesday 13th September 2023

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

Apologies: Anthony Morris

Agree Minutes of the meeting Wednesday 12th July 2023: SH proposed and NC seconded.

Matters Arising:

- Quote for Painting: This has been finalised at £900 and the painter can start on 6th November. The small hall will be painted the same colour as the large hall. The doors will be painted in satinwood and the outside door with a red gloss. Colours for the doors will be decided at the next meeting. The Trustees thanked ATG for his work on this item.
- Pictures for the hall walls: these are now ready and framed. ATG and BT will hang them. The Trustees thanked ATG for his work on this item. ATG/ BT
- How to record /how often to inspect H/S matters: BT has prepared list of checks to be done and how often. It is an annual list covering items month by month which can easily be passed on if anyone new took on the role. It can be kept in the maintenance log folder and also as a digital copy. There are also various documents that give more information on different subjects. It was decided that the smoke alarms could be checked at every committee meeting and this will be added as an agenda item. BT will let the Trustees know if any problems arise. BT

Items for Decision

Forthcoming events:

- Saturday 14th October- Curry Night: Bookings have started. Maximum of 60 places and last orders to be placed by the Tuesday before the event. It is important for people to book to avoid overwatering and be cost effective. RR will book a bar licence. CC, MT, RT, RR, LR, NC, KC will help out. Set up will take place at 2pm on the day.
- Tuesday 17th October- Community Lunch 12pm: Advertised and 9 bookings so far, maximum number 30. Helpers are all organised.
- Sunday 22nd October- My Fair Lady film matinee 2pm: Being advertised. Tea, coffee, cake, ice cream, popcorn. Ticket price is £5 for film and £5 for refreshments. 20 people are needed to break even. ATG-door money. MT, RT,

NC, LR, RR. 11am set up on the day.

Renewal of advertising in Roundabout Magazine:

It was agreed that this should be renewed and the Trustees were happy with the existing wording of the advertisement.

Updating Hall booking form:

JT will make suggestions and send this round to Trustees for consideration.

JT

New Events calendar:

MT, NC and LR met together to draw up a new events calendar. It is based on the previous year with a few changes. It was agreed that there seemed to be a sufficient number of events to make revenue and attract different groups of people. ATG suggested that an Open Gardens event should be added in June and agreed to Chair a Committee for this purpose. BT will investigate the possibility of an open mike event.

ATG

BT

Hiring of Hall cost for 2024:

ATG suggested that the current rate is acceptable and £9 is working. There is a good volume of hiring and funds are in surplus, but it is important to not seem greedy. It was agreed to keep the 2024 cost at £9 an hour.

Items for Information:

Project Management:

Roof report: RT reported that some meetings have been held. Work on the guttering and insulation in the roof void are still outstanding. The remaining £3000 is still being held back. It was agreed to discuss with AM at the next meeting at what point the committee should consider going to another contractor to finish these items. This may be in the original contract? ATG suggested the committee may need to push for action.

Officers Reports:

Treasurer's Report: Wednesday 13th September 2023

Covering 10th July 2023 – 10th September 2023

Nat-West

- Nat West shown balance: **£33,078** (£32,906) (10/7/23)
 - Current: £5,896 (£5,785)
 - Business Reserve (1.15%): £7,057 (£7,049)
 - Liquidity Manager 35 Day (6.0%): £20,125 (£20,072)
- Interest of £61 (£56) earned in August
- £20,107 budgeted for windows replacement
- Holding 50% of retention fee (£3,750) payable in September (??) to WRE

Lloyds

- Lloyd's balance: **£10,582** (10/9/23)

INCOME

- Barn Dance: £824
- Flower & Vegetable Show: £628
- Cream Teas: £407
- Roger Cleverdon Donation: £30
- Easy Fund Raising: £43
- Hire of Hall (Private party): £63
- Hire of Hall (Tap, Yoga, Pilates, Dog Training): £279

PAYMENTS

- Barn Dance: £422
- Cream Teas: £207
- Picture framing & hooks: £170
- Water: £50 (Apr-Jul) – *avg. for Oct '21 – Apr '23: £20.89/4.4 m₃ of water per quarter used to 13m₃*
- Electricity: £51 (August). £55 (July).
- DCT Membership: £50
- Cleaning: £50

Forecasts (exc. Grants, Toilets)

- | | |
|---|----------------------------|
| • Year to date revenues (Nov – Sept 10th) | +34% |
| • YTD number of events: | +33% (327 vs. 245) |
| • Year to date costs: | +37% |
| • Full year forecast revenues: | £13,000 (+23% vs. £10,589) |
| • Full year forecast costs: | £11,700 (+89% vs. £6,203) |

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

Income:	£11,996
Expenses (exc. Toilets):	£11,156
Surplus:	£840

Water usage suddenly went up during April to July- could there be a leak?
ATG will investigate.

ATG

- Bookings:

Exbourne Choir have booked for Thursday evening and hopefully will be meeting in future although less regularly. The skittles have been hired for a weekend and an enquiry made for their use during a hall hiring.

Feedback on events:

- **Saturday 15th July- Come and Chat with talk from Ruth Hollingsworth on Hearing Dogs:** 18 attendees- 2 new. £42.50 was raised.
- **Saturday 12th August- Produce Show Refreshments:** very successful. £290 raised.
- **Sunday 20th August- Cream Tea:** 71 attendees-20 new and 2 children. £296.30 was raised.
- **Saturday 9th September- Barn Dance:** 44 attendees- 7 new. £401.64 raised.

AOB:

- **ATG-** Constitution still needs to be checked over.
- **NC-** Hedges need cutting. ATG will speak to grass cutter.
- **LR-** Council employee at the planning meeting said what a nice well kept Hall it was. Hirer had said how lovely the Hall was as a venue and how reasonably priced fit was.
- **NC-** Middle Town visitors has left a comment in the guest book about their attendance at the Barn Dance and what a lovely community it was.
- **NC-** Wording for plaques has been done but just needs shortening as a little too wordy to fit on a plaque.

Records and administration (exception reporting only):

Maintenance schedule: Nothing reported.

Review Accident Book: Nothing reported.

Date of the next meeting: Wednesday 18th October 7.30pm.