

## **Minutes of the meeting of Sampford Courtenay Village Hall Management Committee held on Wednesday 14th June 2023**

**Present:** Roger Thompson, Bob Tucker, Joy Tucker, Mel Thompson, Andrew Townsend Green, Rory Robinson, Lynn Robinson.

**Apologies:** Sandra Harper, Cherry Chidwick, Anthony Morris.

**Agree Minutes of the meeting Wednesday 10th May 2023:** NC proposed and MT seconded.

### **Matters Arising:**

- Water Butt: this has been put onto a breeze block base and a fixture found. It just needs final assembling. Getting a bigger watering can was discussed but it was decided to continue as is for now.
- Road closure: work has been carried out and completed.

### **Items for Decision**

#### **Forthcoming events:**

- Saturday 24th June- Table Top Sale- only 5 bookings have been received so it was decided to leave until the end of the week and if no more come in to cancel the event.
- 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.
- A date was set for a Diving for Pearls gig on 20th January 2024.

### **Items for Information:**

#### **Project Management:**

Roof Report: ATG it will soon be time to make the final payment of £3750 if AM is happy with the work. It will be important to know everything has been signed off before this payment is made. RT will lease with AM and MC.

PAT testing has been carried out and the cooker grill and extractor fan have been repaired.

Smoke alarms have been fitted.

The large hall has been decorated and looks very good.

RT

Smart meter for the electricity- this couldn't be done as expected because the engineer wasn't suitably qualified. Discussion was held about the benefits of having a smart meter. It would mean no estimated bill and the ability to know exactly how much electricity is used per hour and the exact cost. ATG and RR will research further into the pros and cons of a smart meter.

## Officers Reports:

### Treasurer's Report: Wednesday 14<sup>th</sup> June 2023

Covering 1<sup>st</sup> May 2023 – 5<sup>th</sup> June 2023

#### Nat-West

- Nat West shown balance: **£31,885** (13/6/23)
  - Current: £4,855
  - Business Reserve (1.15%): £7,030
  - Liquidity Manager 35 Day (6.0%): £20,000
- Interest of £19.90 earned in May
- £20,107 budgeted for windows replacement
- Holding 50% of retention fee (£3,750) payable in July to WRE

#### Lloyds

- Lloyd's balance: **£10,687** (30/5/23)

#### INCOME

- Dog Show (inc. refreshments): £670
- Exbourne choir back payments: £297
- Film Night: £237
- Council elections: £186
- Hall Hire (Yoga, Tap, Table Tennis, Dog training\*): £221
- Electric meters: £65
- Other (Easy Fundraising/Amazon Europe: £38

*\*Unpaid (April and May)*

#### PAYMENTS

- Installation of smoke alarms & control unit: £634
- Grass cutting: £150
- Water: £18
- Electricity: £138 (May); £54 (June)
- Cleaning: £50
- Film rights: £104
- Printing costs for Quiz: £18
- Refunds to trustees for VH purchases: £195

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

- Year to date revenues (Nov – May) +39%
- YTD number of events: +44% (244 vs. 170)
- Year to date costs: +33%
  
- Full year forecast revenues: £14,295 (+35% vs. £10,589)
- Full year forecast costs: £8,064 (+30% vs. £6,203)

#### **Year to date (all known transactions inc. invoiced in 2022/23 FY to June 12<sup>th</sup>):**

Income:	£7,952
Expenses (exc. Toilets & floodlights):	£6,268
<b>Surplus:</b>	<b>£1,738</b>

A big thank you was noted to Mike and Julie Carpenter for organising the very successful Dog Show.

#### **- Bookings:**

A flower club booking was lost due to the road closure.

Exbourne Choir would like the stage blocks out for their rehearsal prior to their concert. It was agreed to do this on Wednesday 21st June at 2pm.

5th July the carpark is being used by a ramblers group.

22nd and 29th July private hire bookings are taking place.

#### **Feedback on events:**

- Friday 19th May- Film- As Good As It Gets- 32 attendees. £237 taken. Films will restart in September.
- Dog show- £243.50 was raised from refreshments. £600 was raised in total. The Carpenters are keen to organise the event next year.
- Quiz and puddings feedback- an email was received with ideas on how to further enhance the event. This was discussed , including scoring, simpler questions, a prize which could be shared and holding a simple raffle.

#### **AOB:**

- NC- plaques for the bench and notice board in memory of Les Beer and Ralph Squires need to be purchased and wording decided on. NC will talk to AM as he knew them better.
- ATG- raised the issue of keys. It was decided that it was important for insurance purposes to know who has keys to the hall and that consequently the locks

should be changed on both doors. The key safe should be moved to the door on the new lobby. ATG will research this and obtain quotes.

ATG

**Records and administration** ( exception reporting only):

**Maintenance schedule:** A risk assessment has been carried out..

**Review Accident Book:** Nothing reported.

**Date of the next meeting:** Wednesday 12th July 7.30pm