

## **Minutes of the meeting of Sampford Courtenay Village Hall Management Committee held on Wednesday 18th October 2023**

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

**Apologies:** Sandra Harper, Mel Thompson, Rory Robinson, Lynn Robinson.

**Agree Minutes of the meeting Wednesday 13th September 2023:** ATG proposed and NC seconded.

### **Matters Arising:**

- **How to move forward on outstanding roof work:** Work has still not been completed satisfactorily so it was decided to retain the final payment for now. AM is continuing to monitor the situation. The Committee are happy for AM act for them to confirm completion and final payment if appropriate. AM will contact Mark Ledgard, the contact administrator, to find out where things go from here.
- **Garden maintenance day Oct:** This is not likely to happen but the hedge will be cut in the next few weeks. Waste will be placed on the existing pile under the tree. Cost £120.

### **Items for Decision**

#### **Forthcoming events:**

- Sunday 22nd October- My Fair Lady film matinee 2pm: Set up 11am on the day.
- Thursday 26th October- Cheerful Chat: spread word to generate interest. Being advertised.
- Friday 17th Oct - Quiz and Puddings- ATG is unavailable so RT will read the questions. MT has a tin of sweets for the prize and will take bookings. Set up 2pm on the day.
- - Friday 24th November- Film Night- Living- set up 2pm on the day.
- Tuesday 28th Nov- Community Lunch - chicken casserole and pear sponge.
- Thursday 30th Nov- 2pm Cheerful Chat Group
- Sunday 17th December 3pm- mulled wine, mince pies. Encourage seasonal attire! JT to ask Exbourne choir if they could help out otherwise stream Christmas music. Free event for the Community.

## Items for Information:

**Roof report:** See item in Matters Arising.

## Officers Reports:

### Treasurer's Report: Wednesday 18<sup>th</sup> October 2023

Covering 11<sup>th</sup> September 2023 – 16<sup>th</sup> October 2023

#### Nat-West

- Nat West shown balance: **£28,908** (£33,078) (17/10/23)
  - Current: £1,666 (£5,896)
  - Business Reserve (1.15%): £7,066 (£7,057)
  - Liquidity Manager 35 Day (6.0%): £20,176 (£20,125)
- Interest of £59 (£56) earned in August
- £20,107 budgeted for windows replacement (£4,409 paid out)
- Holding 50% of retention fee (£3,750) payable in October (pending Anthony) to WRE

#### Lloyds

- Lloyd's balance: **£11,103** (29/9/23)

#### INCOME

- Curry Night: £918
- Parish election hire: £153
- Hire of Hall (Tap, Pilates, Baby Shower, Party, Leather workshop, meeting): £443

#### PAYMENTS

- Deposit for windows: £4,409
- Curry Night costs: £117
- Picture framing & hooks: £170
- Renewal of advertising in Roundabout: £136
- Electricity: £61
- Grass cutting: £150
- Cleaning: £50

**Year to date (all known transactions inc. invoiced in 2022/23 FY to October 17<sup>th</sup>):**

Income: £13,467 (£10,590)

Running costs: £9,488 (£6,203)

Capital exp:		£12,831 (£74,633)
	Toilets:	£7,953
	Windows deposit:	£4,409
	Floodlights:	£469
<b>Operating Surplus:</b>		<b>£3,979</b> (£1,855)
Roof grants and payments:		£69,839
Roof costs & disbursements:		£77,371

Insurance renewal has a long term arrangement and is in the 3rd of 5 years. The premium has increased but ATG suggests it is accepted as the cover is comprehensive and the customer service is good. Proposed by RT and seconded by AM- all agreed.

The financial year ends on 23rd October. Accounts are in good shape. Expenses are up this year by 50%, but revenue has also increased by 27% on last year. RT commented that this reflected the hard work of the Committee. RT will speak to LR about attendance at events.

RT

- **Bookings:** The amended Booking Form was reviewed. Amendments to wording were suggested as they may encourage hirers to arrive early. ATG may be able to make the form available to complete online and will liaise with JT.

ATG/JT

- Lighting in the car park was discussed. AM will look at improvements and advise JT of any changes re lighting needed on the Booking Form.

AM

- JT said there had been a lack of communication about when contractors were working in the Hall and this was something to bear in mind for the future.

- AM suggested that anyone charging fees to attendees for Prayer Book Rebellion events should be paying full price to hire the Hall. JT will check with MP.

JT

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

- Saturday 14th October- Curry Night: was well attended with 62 curries in total and 5 left overs sold on. A really good atmosphere in the Hall.

- Tuesday 17th October- Community Lunch 12pm: 21 lunches were served and £78 raised. A great community event.

#### **AOB:**

- Blocking eaves where birds were nesting- BT will put chicken wire in the holes to block their entry.

- Constitution- Some amendments have been made by ATG, RT and LR. Rt added a clause that he could take action outside of a meeting and inform Committee at a subsequent meeting. A copy of the updated constitution will be held on record.
- Open mike night- BT and ATG attended one at the Tors Inn. It was not well attended so will not be followed up as an event.
- RT raised alcohol licences and will talk to ACRE to get further information. RT
- ATG will look at the next steps to gain Hallmark Level 2.
- JT explained Liz Crisp would like to run a bingo type event for Charity next year. JT will check with LR about hire costs. JT
- AM asked about the wording for the plaques. This is being worked on.

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

**Maintenance schedule:** A large picnic table has been mended.  
The dishwasher has been cleaned and BT will try to get it working properly. BT

**Review Accident Book:** Nothing reported.

**Smoke alarm check:** checked and working.

**Date of the next meeting:** Wednesday 22nd November 7.30pm.