

## **Minutes of the Annual General Meeting of the Sampford Courtenay Village Hall Management Committee held on Wednesday 10th January 2024**

**Present:** Bob Tucker, Nicky Courage, Sandra Harper, Roger Thompson, Mel Thompson, Rory Robinson, Lynn Robinson, Anthony Morris, Andrew Townsend Green.

**Members of the Public:** Marion Pratt, Mike Carpenter, Joy Tucker.

**Apologies:** Cherry Chidwick

**Minutes of the previous AGM 23rd November 2022:** SH proposed the minutes should be approved and ATG seconded this. The minutes were signed by RT.

### **Matters Arising:**

- VM enquired about the possibility of a joint events calendar. This has now been rolled out and seems to be working well.
- DBP enquired about notice boards being available around the Hall. These have been installed outside and inside the Hall. RT suggested that contact details for emergency use should be displayed on both. LR will follow this up.

**Trustees' Annual Report:** ( Copy below):

### **Sampford Courtenay Village Hall**

**Registered Charity Number 283279**

**Trustee's Annual Report for the period 24<sup>th</sup> October 2022 to 23<sup>rd</sup> October 2023**

#### Aim and Purposes

Sampford Courtenay Village Hall was conveyed by a deed dated 10<sup>th</sup> December 1952 by Devon County Council, held in trust "*for the purposes of physical and mental training, recreation and social, moral and intellectual development through the medium of reading and recreation rooms, library lectures, classes, recreations and entertainments or otherwise as may be found expedient for the benefit of the inhabitants of the Parishes of Sampford Courtenay and Honeychurch*" and its immediate vicinity without distinction of sex or political, religious or other opinions.

#### Objectives and Activities

The Management Committee is charged with the maintenance and control of the Trust premises by means of fund-raising activities and income from the letting of the hall. Typical events throughout the year have included the annual flower and produce show, Quiz & Puddings and Curry Nights, a Dog Show, a Big Breakfast, Barn Dance and a monthly film club. The hall is regularly let to the parish council for meetings (open to members of the parish) and to private individuals for wedding receptions, christenings, children's parties and more. Yoga, Tap Dance, Pilates and Table Tennis regularly take place at the hall.

During the 2022/23 financial year, some 319 (320) events took place in the Hall, with the premises used for one or more events for 219 (207) out of the 365 days of the year.

The Hall welcomed around 4,200 visitors in 2022/23, close to 1,000 of whom were first time attendees since the new roof was installed in the summer of 2022.

A big focus in recent years has been to raise enough money through grants and income from our own activities to make some major refurbishments to the hall. These included replacing the roof, refurbishing the toilets and, this past year, replacing the last three old windows with modern, air tight windows and repainting the whole inside of the hall. We have also installed safety lights outside to make it safer for hall users at night.

### Achievements and Performance

As noted above, we have replaced the three remaining old windows, which will allow us to better conserve heat and save money on electricity bills. Floodlights installed outside the front of the hall enable safe passage from the road to the hall for pedestrians at night. We have also upgraded the fire safety system by installing new smoke alarms throughout the building. Finally, the inside of both the large and small rooms have been repainted and new pictures hung, improving the building immensely.

### Financial Review

The accounts have been audited. We began the year with £11,370 in our general account and £26,432 in our separate Roof-Ups account. As roof activity is now almost completed, we have taken the decision to move all of our financial transactions over to a single account with Nat West which

can be managed online (our previous 'classic' account with Lloyds bank did not permit us to pay bills online without charging us a monthly fee and so will be closed in the near future).

Hiring income, at £4,613, was up around 18% from last year and higher than in any of the past five years. We are now using the Hall most days of the week for regular hirers such as Yoga, Pilates, Table Tennis, Tap Dancing and choir practice.

We have enjoyed hosting a range of special events over the course of the year including successful Dog Show in May, two Quiz & Puddings events, a Curry Night, a Big Breakfast, a Barn Dance, six Film Nights and much more besides.

It should be noted that we also received a little over £70,000 in grants and other payments towards completing the roof and also for the new windows installed during the year. Many individuals have donated to the hall this year including a very generous donation from Exbourne Choir of £406, as well as well as £165 from Drewsteignton Garden Club which arranged private tours of two gardens in the village, owners of which donated the money to the hall. We are grateful, as ever, to Veronica Matthews, for her kind contribution of more than £500 from her popular willow weaving class.

We again thank Matthew Biddlecombe, who has recently doubled the amount of time he cleans the hall to twice monthly to mitigate increased use of the building and also to Trevor Davey, who looks after the grass outside.

Utility bills (electricity, water and buildings insurance) have risen by around 6% after increases in electricity charges last year and now total just under £3,000.

### Plans for the future

The trustees intend to continue to provide the usual activities for the benefit of the community with, we hope, an enhanced level of enjoyment with a warmer, more weather-proof roof and windows and with cleaner, brighter and more welcoming toilets!

We are planning stages for a range of events including: Open Gardens and Dog Show. We would also like to show more films and to continue to run the popular Big Breakfast and Curry Night events.

#### Structure, governance and management

The structure, governance and management of the hall is detailed in the Constitution adopted at the AGM in December 2016 and updated as of October 2023. The committee meets on the first Wednesday of each month.

#### Reference and administrative details

The current contact is Mrs Lynn Robinson, The Granary Barn, The Barton, Sampford Courtenay, Okehampton, Devon EX20 2SY Email: lynn.robinson21@icloud.com The charity's bank accounts are held at Lloyds Bank, Okehampton and NatWest, Tavistock.

RT thanked ATG for preparing this. As no issues were raised, the committee proposed that the report should be approved. It will be published on the village website.

**Chair's Report:** (Copy below).

### **Sampford Courtenay Village Hall**

#### **Chair's Annual Report January 2024**

This report covers the period 24th October 2022 to 23rd October 2023

Much of the detail of the Hall's activities in pursuit of its objectives is covered in the Trustee's Annual Report but there are some additional points I would like to highlight in this report.

The Village Hall continues to host a wide range of recreational activities covering the whole range of purposes set out in the original deed established in 1952. Including:

- Craft afternoons
- Yoga
- Pilates
- Community Choir
- Dog training
- Flower Club
- Table Tennis
- Tap Dancing
- Film night
- Produce Show
- Cream Tea
- Barn Dance
- Quiz and Puddings
- WI meetings
- Curry night
- Community Lunch
- Christmas celebration

The Community Lunch is an important innovation and has proved successful in providing an excellent home cooked two course lunch (with coffee and mints!) for £6 a head. Unsurprisingly this has proved to be a very popular event.

Usage of the Village Hall continues to increase with a 3% uplift with 219 days out of 365 in use. This constitutes 60% occupancy across the financial year. This is testament to both the Hall's popularity as a venue and the hard work of both Trustees and Volunteers in managing and administering all of this activity. Data on attendance and reveals a total of 3570 visitors of which 952 were identified as "unique" visitors ie not double counted. This means that 27% of visitors to the Hall were new during the reporting period.

As well as the important day to day running of the Hall and its events I look back on the goals I set for the past year and note that:

1. We have successfully completed the roof renovation
2. We have completed the replacement of the windows; now double glazed
3. The Hall has been decorated internally
4. The toilets have been refurbished

An important function of this report is to acknowledge the contribution of key individuals in the running of the Hall and the success of the activities that take place there.

I would therefore like to thank Lynn Robinson who diligently reports of all of our meetings and produces accurate minutes in a very timely fashion.

Thank you to Nicky Courage who deploys her skills to good effect by ensuring the catering at our events is of good quality and much appreciated by those who enjoy their food! Nicky has many helpers and Moira Viggers deserves a special mention for her excellent curries. There is always a happy band of helpers in the kitchen too numerous to mention but thanks are extended to all who lend a hand.

Joy Tucker continues to manage all our bookings, no mean feat considering the volume and range of activities, thank you Joy.

Thank you to Anthony Morris who keeps an eye on many the practical issues at the hall, not least keeping tabs on all things electrical.

Andrew Townsend Green has proved to be a diligent and effective Treasurer and we couldn't manage the finances without him. Thank you Andrew.

Mike Carpenter will be known to many throughout the Parish for the outstanding contribution he has made towards the whole roof project. Thank you Mike for the key role you have played in bringing the roof project to its conclusion.

For the future there remains a need to revisit arrangements for the storage of equipment. In terms of the Village Hall as a community hub I believe there is scope to increase engagement with our existing users and to broaden the appeal of the Hall to prospective customers. Finally I believe an important legacy for the future will be to build a modest

level of financial reserves to enable Trustees to manage the ongoing upkeep of the building and to continue to improve the Hall and what it has to offer.

I would like to take this opportunity to extend my personal thanks to all the Trustees for supporting me in my role as Chair over the past year.

Roger Thompson  
Chair, Village Hall Committee

**Treasurer's Report:** The Treasure's Report was contained within the Trustee's Annual report. A copy of the Village Hall accounts ( attached) for the period 24th October 2021 to 23rd October 2022 were provided for the committee to consider and were approved. These will be published on the village website.

**SAMPFORD COURTENAY VILLAGE HALL ACCOUNTS**

**ACCOUNTS FOR PERIOD 24 OCTOBER 2022 TO 23 OCTOBER 2023**

21/22		22/23		21/22		22/23
£ 31,479.71	Accumulated Fund B/fwd	£ 37,802.17		£ 11,045.24	Reconciled Bank Accounts	£ 11,416.78
£ 5,562.44	Surplus/Deficit	£ 3,293.80		£ -	Lloyd's Okehampton Nat West xx 6151	£ 20,000.00
£ 760.02	Roofing Fund Surplus	£ -		£ 22,509.92	Nat West xx 6135	£ 3,627.01
				£ 3,469.01	Nat West xx 6143	£ 5,000.00
				£ 325.20	Petty Cash General Fund	£ 207.18
				£ 452.80	Petty Cash Roof Fund	£ -
					Cash yet to be banked not included in closing balance	£ 845.00
£ 37,802.17		£ 41,095.97		£ 37,802.17		£ 41,095.97

These accounts are a true reflection of the movement of funds for the period to 23 October 2023

S C Townsend Green  
FCCA CTA TEP

Dated: 05 January 2023

SAMPFORD COURTENAY VILLAGE HALL ACCOUNTS						
ACCOUNTS FOR THE PERIOD 24th OCTOBER 2022 TO 23rd OCTOBER 2023						
		21/22	22/23			
<b>RECEIPTS</b>				<b>PAYMENTS</b>	21/22	22/23
<b>Hire of hall &amp; equipment</b>	£	3,912.26	£	4,613.47		
<b>Special Events</b>				<b>PREMISES</b>		
Open Gardens	£	691.56	£	-	Grass Cutting	£ 300.00 £ 450.00
Film Night	£	459.40	£	1,411.41	Fire Protection	£ 93.60 £ 633.60
Cream Teas	£	101.58	£	501.32	Maintenance	£ 736.22 £ 1,087.60
Skittles	£	405.82	£	-	Premises expenditure	£ - £ 7,294.00
Barn Dance	£	380.34	£	1,010.30	<b>TOTAL PREMISES</b>	<b>£ 1,129.82 £ 9,465.20</b>
Come Buy & Chat	£	58.00	£	-	<b>Special Events</b>	
Talks	£	100.94	£	-	Bar Stock	£ 127.44 £ -
Big Breakfast	£	569.61	£	467.63	Flower Show	£ - £ 44.67
Curry Night	£	1,137.90	£	-	Dog Show	£ - £ 13.25
Flower Show	£	148.85	£	627.70	Community Lunch	£ - £ 306.69
Roof Fundraising 21/22 ** - ordinary ordinary income 22/23	£	5,446.59	£	5,198.04	Curry Evening	£ 770.18 £ 301.84
<b>Other</b>					Quiz & Puddings	£ - £ 62.54
Interest	£	1.01	£	70.35	Christmas Cheer	£ - £ 15.24
Misc donations & other items	£	1,425.33	£	1,093.78	Cream Teas	£ - £ -
Electric Meters	£	251.00	£	561.00	Film Night	£ - £ 1,053.53
Easy Fundraising	£	97.19	£	108.07	Tai Chi advance payments	£ 1,100.00 £ -
Donations Roof-Us**	£	40.62			Licences	£ 222.85 £ -
Amazon Prime	£	20.34	£	39.38	Big Breakfast	£ 120.70 £ 182.85
Dog Show	£	-	£	720.23	Barn Dance	£ 76.67 £ 493.47
Just Giving	£	345.51	£	-	<b>TOTAL SPECIAL EVENTS</b>	<b>£ 2,417.84 £ 2,474.08</b>
<b>Grants</b>					Misc Payments**	£ 735.34 £ 382.83
Grants (exc. National Lottery)	£	8,667.00	£	3,000.00	Water	£ 81.86 £ 110.06
National Lottery Grants - roof and windows	£	64,202.84	£	85,797.16	Electricity	£ 1,109.44 £ 1,267.35
					Insurance	£ 1,519.30 £ 1,618.11
					Cleaning now incl in premises	£ 300.95 £ -
<b>TOTAL RECEIPTS</b>	<b>£</b>	<b>88,463.69</b>	<b>£</b>	<b>105,219.84</b>	DCT Subscription	£ 50.00 £ -
					Advertising	£ 120.00 £ -
					Audit Fee	£ 44.00 £ -
					Roof Payments & Toilet Refurbishment #	£ 74,632.68 £ 86,608.41
					<b>TOTAL PAYMENTS</b>	<b>£ 82,141.23 £ 101,926.04</b>
<b>**Roof Fundraising 21/22 ordinary income 22/23</b>					<b>Surplus/Deficit</b>	<b>£ 6,322.46 £ 3,293.80</b>
Willow weaving	£	325.00	£	515.00		
Santa visits	£	200.00	£	-	<b>#Breakdown of Roof Payments</b>	
Chilli Evening	£	1,427.97	£	918.16	Legal fees	£ 6,457.24
Plant Stall	£	694.37	£	-	Planning costs	£ 262.00
Christmas Cheer	£	520.83	£	333.00	Bat Survey	£ 396.00
2022 Calendars	£	651.65	£	-	Asbestos Survey	£ 420.00
Pimms at the Pond	£	100.00	£	-	Building Control costs	£ 545.00
Come, Buy and Chat x 2	£	124.00	£	159.50	Contract Administrator	£ 1,611.00
Quiz and Puddings	£	267.00	£	768.55	Scaffold Tower hire	£ 96.00
Pumpkin Trail	£	260.00	£	-	Construction costs - Roof	£ 62,313.44 £ 79,395.21
Easy Fund Raising	£	31.22	£	-	Refurbishments - Toilets	£ 2,532.00 £ 7,213.20
Gift Aid	£	762.50	£	-		
Text Giving	£	9.40	£	-		
Donation	£	22.50	£	-		
Skittles	£	50.15	£	-		
Community Lunch	£	-	£	400.88		
Egg Decorating	£	-	£	180.00		
Misc - roof surplus/scap sales 22/23	£	-	£	1,922.95		
	<b>£</b>	<b>5,446.59</b>	<b>£</b>	<b>5,198.04</b>		

### **Election of New Committee:**

The following Representative Trustees are willing to remain on the committee:

Rory Robinson- SCPCC

Sandra Harper- Flower Club

Cherry Chidwick - WI.

The following elected Trustees are willing to remain on the committee:

Anthony Morris

Nicky Courage (Publicity)

Andrew Townsend Green

Bob Tucker

Joy Tucker (Bookings)

Lynn Robinson

Mel Thompson

Roger Thompson

Cherry Chidwick

Officers were agreed as follows:

Chair: Roger Thompson

Vice Chair: Rory Robinson

Treasurer: Andrew Townsend Green

Secretary: Lynn Robinson

**Any Other Business-** Questions were taken from the public attending the meeting.

Marion Pratt asked if there were any plans for the old school bell that was found at the Hall. RT explained he was thinking of contacting The Repair Shop. It was hoped to place it somewhere in the Hall in the future.

Marion also asked about the possibility of acquiring a commercial dishwasher. It was felt this was a good idea and should be further investigated.

Marion also asked if it would be possible to let hirers know the heating costs for the Hall. AM explained this was already available.

Mike Carpenter asked about the possibility of having solar panels but AM explained this would require battery storage and was not practical at the present time.

Mike also asked if there was the possibility of having wireless remote heating. AM explained this would require rethinking the hourly rate to hire the Hall and would be very difficult to work out as it would be very weather/ season reliant. ATG added that the flat rate of £9 an hour worked very well and was attracting Private Hirers. This would therefore be difficult to change at the moment.

**Date of next AGM: TBC.**