

Minutes of the meeting of Sampford Courtenay Village Hall Management Committee held on Wednesday 22nd November 2023

Present: Roger Thompson, Bob Tucker, Joy Tucker, Nicky Courage, Anthony Morris, Sandra Harper, Mel Thompson, Rory Robinson, Lynn Robinson.

Apologies: Andrew Townsend Green, Cherry Chidwick.

Agree Minutes of the meeting Wednesday 18th October 2023: NC proposed and RR seconded.

Matters Arising:

- **Booking form:** The new guidance for hirers is ready to go out to the next hirer. JT will contact ATG regarding the booking form going on line. JT
- **Lighting in the car park:** AM has sent written instructions to JT for hirers. A new light has been fitted by the new lobby entrance. The car park lights operate from the door by the steps as per the instructions. AM suggested that a solar light, triggered by movement, could be fitted and also a second sensor to operate at the steps next to the public toilets. This was agreed by the committee.
- **Charge for charity event:** it has been agreed that this will be the usual £9 per hour rate.
- **Jackdaws in eaves:** this has now been resolved by BT.

Items for Decision

Forthcoming events:

- - Friday 24th November- Film Night- Living- 27 tickets have been booked. Set up 2pm on the day. NC will help.
- Tuesday 28th Nov- Community Lunch - chicken casserole and pear sponge. 19 tickets have been booked. This may need to be reviewed as an event in January.
- Thursday 30th Nov- 2pm Cheerful Chat Group. NC and LR will make cake.
- Sunday 17th December 3pm- mulled wine, mince pies. Encourage seasonal attire! Exbourne choir will help out SH, RT, MT, NC, LR, RR. Trustees raised concerns from people that this is a carol event- it isn't and hasn't been advertised as such. Trustees need to make this clear to anyone enquiring. Also concerns have been mentioned regarding clashes with other events. This was added to the Google calendar and events at this time of year are difficult to avoid.

Items for Information:

Roof report: MC and AM have viewed the work which has now been carried out and are happy with it. The work is now completed and can be signed off and the final money paid.

Officer's Reports:

- **Finance-** none this month due to the absence of the Treasurer.
- **Bookings:** The Hall has been booked for a Honeychurch quiz on 19th January. 2nd May a booking for an election has been received from the Police and Crime Commission. A private hirer for February may wish to camp. This was agreed by the Trustees. The hirer will need to obtain a licence to sell alcohol for the event themselves.

Feedback on events:

- Sunday 22nd October- My Fair Lady film matinee :15 people attended and really enjoyed the event. £150 was taken leaving about £40 profit.
- Thursday 26th October- Cheerful Chat: this was very successful with 11 attendees. It seemed to attract a good cross section of people.
- Friday 17th Oct - Quiz and Puddings- 38 people attended. £211 was raised. A very good event with positive feedback. £6 a ticket and each team bringing a pudding worked well. Also teams marking each others answers was successful and speeded up events.

AOB:

- NC: suggested that it may be useful to have champagne flutes and water tumblers available for hirers. It was agreed and MT and RT will investigate this. MT/ RT
- LR: suggested that now the small hall has been decorated it would be good to add some framed coloured photos of recent events and also of the Trustees. This was agreed by the Trustees. LR
- MT: raised the Thank you event on Wednesday 21st February 2024. She asked if Trustees could let her have names of people who had helped at events during the year so that she can issue invitations. SH will provide Prosecco.
- MT: suggested that a Christmas tree would be good for the Sparkle event. LR agreed to source this. LR
- RT: explained the old barbecue and 3 boxes of books had been cleared from the hall.
- NC: raised the issue of memorial plaques. After discussion it was decided to

go for 8inch brass and the wording was agreed. This will cost £96 and will be ordered by NC.

- AM: the sky light and gutters have been cleaned.
- JT: explained she had been asked if meeting minutes could be made available to the public more quickly. This has been discussed previously. The Trustees agreed that minutes can only be made available once they have been agreed by the whole committee at a meeting.

Records and administration (exception reporting only):

Maintenance schedule: Fire extinguishers have been checked.

There has been a problem with water draining away by the new lobby door.AM and BT will investigate this further and see if a solution can be found.

The emergency exit lighting needs reattaching in the small hall. AM will do this. The dishwasher is now working.

Review Accident Book: Nothing reported.

Smoke alarm check: checked and working.

Date of the next meeting: There will be no meeting in December.

AGM Wednesday 10th January 2024 7.30pm.