

## **Minutes of the meeting of Sampford Courtenay Village Hall Management Committee held on Wednesday 15th May 2024**

**Present:** Bob Tucker, Joy Tucker, Nicky Courage, Anthony Morris, Sandra Harper, Rory Robinson, Lynn Robinson, Andrew Townsend Green, Cherry Chidwick

**Apologies:** Roger Thompson, Mel Thompson.

**Agree Minutes of the meeting Wednesday 17th April 2024:** ATG proposed and BT seconded.

### **Matters Arising:**

- Piano: This is now in place and was used for the first time on Saturday at the film.
- Sound Bath: this was very successful with 19 attendees.
- Dishwasher: AM explained the water pressure is very low with only 7 litres per minute. He will contact the water company and look into this further over the next month.

### **Items for Decision**

### **Forthcoming events:**

- Saturday 1st June: Dog show- CC and SH will help with refreshments.
- Saturday 22nd June: Grand Opening: emailed invitations have been sent out.
- Sunday 30th June: Open Gardens: Exbourne have arranged a similar event on the same day. 16 gardens will be opened. Leaflets are ready. Event will be publicised at the Dog Show.

### **Items for Information:**

### **Officer's Reports:**

#### **- Finance:**

Finances are in good shape. It was discussed that Easy Fund raising needs marketing as it is an easy way to accumulate funds. It was suggested that this could be advertised at the Grand Opening along with the Bonus Ball.

## **Treasurer's Report: Wednesday 15th May 2024**

**Covering: 18th April - 13th May 2024**

### **Nat-West**

- Nat West shown balance: **£22,155** (£22,606)

- Current: **£5,060** (£5,534)
- Business Reserve (1.45%): **£17,095** (£17,072)

#### INCOME

- Hire of Hall (Private party): £18
- Interest: £22
- Outstanding invoices: £581 (Yoga, Soundbath, Karen Squire, WDBC, Charlie, *Dog Training*, *Kelly*)

#### PAYMENTS

- Water: £41
- New screen: £707
- Electricity: £52
- Cleaning: £50

#### **Year to date (all banked transactions in 2023/24 to May 13<sup>th</sup>):**

Income:	£4,126
Running costs:	£3,440
Capital exp:	£18,928
<b>Operating surplus:</b>	<b>(£686)</b>

#### **- Bookings:**

- Dog Training starts on 6th June and could be a booking twice a week if successful.
- CC trying to persuade the WI to use the Hall more often.

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

- Cheerful Chat: There were only 2 attendees at the last Chat. It was decided to cancel this over the summer and review it again in August. It may work better on a less regular basis or with a different format.
- Saturday 11th May: Roger Cleverdon Film: £210 was raised for each group (St Andrews and the Hall). 44 people attended. £920 was raised in total over both films. Thanks was expressed to Geoff Hodgkinson for allowing the film to be shown and to all those who helped at the events. A silent film will be done in future. It was discussed and their was that rent for the Hall for shared events should be taken out of the takings before money is split so that the Halls expenses are still covered. This was agreed by all Trustees present.

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

**Maintenance schedule:**

- Nothing in the log book. The emergency lighting in the small hall is being worked on and remounted. Items from the Risk assessment were the fire extinguishers and these have been checked.

**Review Accident Book:** Nothing reported.

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

**AOB:**

LR and AM: Information has been received about a company called Total Floor Care. It was agreed to get a free quote for work on the Hall floors.

AM is concerned that there could be woodworm under the small hall floor which should be treated professionally. It was agreed that John Guy should be contacted to take a look as a first step.

RR: a television was offered to the hall for £110. After discussion it was decided that this would require further expense for licences etc . All Trustees agreed it was an unnecessary item.

LR: Cleaning after parties: The Hall has been left in bit of a mess on several occasions. The idea of a refundable deposit to cover cleaning after events was discussed. It was decided that the invoice should explain a surcharge will be made if cleaning needs to be done and the Hall is not left as found. JT will make amendments to the Booking form as well.

AM:Prayer Book Rebellion: A free stall at the fete was offered to the hall to sell cakes but this was declined due to unavailability of Trustees to run it.

AM asked if it would be possible to use the skittles and some of the older wooden tables. This was agreed and a donation suggested to the Hall.

**Date of the next meeting:** Wednesday 26th June 2024 at 7.30pm. At Granary Barn due to the Hall being pre booked on this date.