

Minutes of the meeting of Sampford Courtenay Village Hall Management Committee held on Wednesday 20th March 2024

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

Apologies: None.

Agree Minutes of the meeting Wednesday 10th January 2024: MT proposed and NC seconded.

Matters Arising:

- Damp coming under lobby door- AM and BT will check door seals. AM/BT
- Need for new regular bookings: LR reported that she had an enquiry for Sound Bath Meditation. It was agreed to follow this up. RR suggested a skittles team with skittles evenings and will follow this up. LR RR
- RT asked if the Jackdaws had been checked on as they had made a return. BT will check this. BT
- Purchase of a professional dishwasher: NC has been looking in to this. It would be very useful for larger food events.They need to be put on in advance to heat the water but this shouldn't be a problem.Cost is from £1800 upwards but probably under £3000. Most use 2 litres of water per wash.Most need to be hard wired. It was decided simple controls were needed so that hirers can use it easily.NC and AM will discuss fitting etc. A detailed, fully costed proposal will be presented to the next meeting. Thanks was given to NC for her work on this item. NC/ AM

Items for Decision

Forthcoming events:

Thursday 28th March: Cheerful Chat

Friday 19th April- Film Night: It was decided that due to the Roger Cleverdon film being shown in April and a tail of in numbers this would be cancelled.

Friday 26th April: Quiz and Puddings-RT and ATG will arrange the questions. SH will take the door money. MT will take bookings. RT/ATG

Bonus Ball: Rt presented information about this fund raising Lottery game.It uses the lottery bonus ball numbers from the National Lottery. People pay a subscription per annum by direct debit.Prizes are given out for the Wednesday and Saturday draws. It can generate a lot of income. It is okay to do something

like this from the Charity Commissions view point. About 35 people are needed to make it worth running. The Trustees were in favour of starting this. It was agreed to start at £1.25 a ticket. It will be launched at The Grand Opening of the Hall in June. RT will be the Administrator.. It was agreed it would be best to use a separate bank account for the funds. Some technical details need further ironing out.

RT

Electricity Meters:

AM explained that the refurbished meter isn't working. The meter is now obsolete. It would therefore be a good time to replace the small hall meter with a digital one which can be easily adjusted. This will cost about £250. All 3 meters could be replaced at the same time costing about £1000, however the large hall meters are still working fine at the moment. The committee agreed to replace only the small hall meter for the present time. RT proposed this, AM seconded it and it was agreed by all Trustees.

AM

Purchase of a fixed projector screen:

RR proposed the purchase of a fixed screen of a similar size to the one being used with a remote control to raise and lower it. This would cost about £675 with fixing wall brackets at £30. He explained it was hard work and time consuming to put up and take down the present screen. It would be fixed over the window at the end of the hall. This would allow the bar area to be utilised during film events. RR explained he would like to use it for Live theatre events. It could also be used for events and conferences by hirers. ATG suggested this would be an investment for future growth. SH proposed this and all Trustees were in favour. It was agreed that RR could go ahead and purchase a screen.

RR

Future Hall projects which could be Grant funded:

ATG suggested that it would be good to think of some items for future Hall improvement projects. Quotes will need to be obtained first and Grants often need to be match funded. He suggested possible items could be solar panels, a ground source heat pump, improvements to the car park, repairs to the small hall floor and replacement of the large hall floor. RT will talk to MC about the flooring as he may have looked into this previously. AM suggested that it would be possible to insulate under the floor at the same time because it is a suspended floor. AM, ATG and RT will work on obtaining quotes and specs.

AM, ATG,
RT

Donation of a piano to the Hall:

RR explained that Roger Cleverdon had offered to donate a good quality piano to the Hall and move it, but it would require tuning. This could be used to

present a silent movie in the future, be used by hirers and provide opportunities for concerts and sing -a - longs. The majority of Trustees were in favour of accepting this offer. RR will coordinate with Roger Cleverdon.

RR

Items for Information:

Officer's Reports:

- **Finance-** The Lloyds bank account has now been closed and £17,000 is held in an interest bearing account. Operationally the Hall is in surplus.

Treasurer's Report: Wednesday 20th March 2024

Covering 1st February – 18th March 2024

Nat-West

- Nat West shown balance: **£23,386**
 - Current: £6,227
 - Business Reserve (1.45%): £17,054

Lloyds

- Lloyd's balance: **£0**. Account closed 8/3/24 and monies transferred to Nat West a/c

INCOME

- Big Breakfast: £500
- Film Night (x 2): £396
- Community Lunch (inc. donation): £138
- Hire of Hall (Pilates, Prayer Book Rebellion, private events): £255
- Electric meters: £113
- Interest: £11

PAYMENTS

- Event-related costs (Film Night): £270
- Event-related costs (Big Breakfast): £171
- Event-related costs (Community Lunch): £38
- Electricity (x 2 months): £238
- Cleaning: £50
- Water: £66

Year to date (all banked transactions in 2023/24 to March 18th):

Income:	£3,533
Running costs:	£3,120
Capital exp:	£17,505
Operating surplus:	(£413)

- Bookings:

- There has been an enquiry about using the hall for dog training on Thursday night and maybe Saturdays. RT will meet with the enquirer. RT
- A youth advocacy group administration team have made enquiries about quarterly meetings at the hall. They have asked about use of a projector so JT will contact Michele Wilson. JT
- There will be a second showing of the Roger Cleverdon film on the 11th May. This will raise money for the Hall and St Andrews Church. MT volunteered to help.

Feedback on events:

- Saturday 20th January- Diving for Pearls: a very successful event. Well attended and profitable. Thanks were proposed to Kevin and Nicky Courage for organising the event.
- Tuesday 23rd January- Community Lunch: 27 attendees.
- Friday 16th February- The Great Escaper: 30 attendees.
- Wednesday 21st February- Thank you event: very successful. Change of format allowed people to mix more and was popular.
- Thursday 29th February- Cheerful Chat- building regular attendees.
- Saturday 2nd March- Big Breakfast: popular event serving about 50 breakfasts.
- Wednesday 6th March- Easter Crafts: 6 attendees. Thanks was expressed to Annette Colman for organising the craft activity. Greatly enjoyed by those attending. Raised £50 after costs.
- Friday 15th March- Quartet: 23 attendees.
- Tuesday 19th March: Community Lunch: 21 lunches served. A very good community event with lots of conversation.

Records and administration (exception reporting only):

Maintenance schedule:

- Damp has been found around the fireplace in the main Hall. It is difficult to tell what the problem is. RT explained this needs to be investigated. The Trustees agreed that AM should ask John Guy to take a look. AM will contact Mark Legard to establish exactly what work was carried out during the work on the chimney and roof.
- The fire extinguishers have been checked.
- The 3 monthly check on chairs and staging has been carried out.
- The fire doors and external door locks have been lubricated.

Review Accident Book: Nothing reported.

Smoke alarm check: checked and working.

AOB:

NC: proposed thanks to Colin Coleman for donating a packet of laminating pouches for use with advertising posters.

NC: explained that it was a struggle to get some electrical items working at full power during the Big Breakfast. AM will look into rephrasing the electrical system. AM

RR: suggested that it may be possible to repurpose the older wooden tables to make a skittle alley. He will investigate this with Dave Viggers. RR

LR: explained that some of the fire extinguishers and their signs need remounting on the wall. BT will investigate. BT

MT: asked for suggestions of anyone important to be invited to the Grand Opening in June.

Date of the next meeting: Wednesday 24th April 2024 at 7.30pm.