

Minutes of the meeting of Sampford Courtenay Village Hall Management Committee held on Wednesday 24th July 2024

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

Apologies: Mel Thompson, Bob Tucker .

Agree Minutes of the meeting Wednesday 26th June 2024: SH proposed and NC seconded.

Matters Arising:

- Dishwasher/ water pressure: NC explained they work from a 13 amp plug and will therefore work on the voltage. Flow may still be a problem. The best option will cost £1559.99. It has a cycle of about 3 minutes and uses 3kw of electricity per hour. This doesn't include installation. AM will get Jon Evans to check the flow and also he could be used to install the dishwasher. It will add to the appeal of hiring the hall and will greatly help volunteers at events. All the Trustees were in favour of the purchase. RR will contact Councillor James McGuinness with regards to a grant. It was agreed NC and AM should take the lead on acquiring and fitting a dishwasher. RR
- Woodworm in floor/ quote for floor work: MC has looked at the floor with an architect and it was agreed to ask for a full quote and spec to be submitted. John Guy has also looked at the floor in the small hall and found there is woodworm but if treated the joists should be ok. A report is being awaited. AM stressed it is really important to treat the wood worm. A quote has also been received from Total Floor Care, which was shared with the Trustees. AM will contact them for further information about the spec. This will help with acquiring grants going forwards. AM
- Electrics in kitchen: at present the cooker is now £1 metered to address the drop in voltage. A new switch can be added for between £80- £180 + VAT. All Trustees agreed that AM should go ahead and do this. AM
- Pricing of Quiz and Puddings: looking back to 2022 charging is the same but just applied in a different form. After discussion it was decided to £5 per team and £5 to eat puddings. Each team will be asked to supply 1 pudding. It was decided to give bowls at the door on receipt of payment. Team money will be collected at tables to receive answer sheets. RT will check the dates for the pub quiz to avoid clashes. RT

Items for Decision

Forthcoming events:

- Saturday 10th August- produce Show: NC has arranged helpers for the refreshments and cakes. RR and ATG will be on the door. LR has organised the Judged lunches.
- Wednesday 11th September 12.30pm: Community Lunch. NC, LR, MT will cook. Volunteers will be arranged. RR will be on the door. Price to rise to £7.
- Friday 4th October: Silent film- The General with Roger Cleverdon accompanying.

Items for Information:

Officer's Reports:

- Finance:

Treasurer's Report: Wednesday 24th July 2024

Covering: 25th June – 23rd June 2024

Nat-West

- Nat West shown balance: **£23,791** (£23,248)
 - Current: **£6,656** (£6,132)
 - Business Reserve (1.45%): **£17,135** (£17,116)

INCOME

- Open Gardens (net of costs and Church contribution): £513
- Hire of Hall (Yoga, Private party in March...): £117
- Outstanding invoices: £146 (Gen. Election)

PAYMENTS

- Electricity: £44
- Cleaning: £50

Year to date (all banked transactions in 2023/24 to July 23rd):

Income:	£6,470
Running costs:	£4,287
Capital exp:	£18,928
Operating surplus:	£2,183

- Bookings:

Prayer Book Rebellion 16-18th August but no definite timings as yet. AM will chase this. Also it was unclear if payment had been received for previous Prayer Book hiring and this would also be chased.

AM

Private hire 24- 25th August.

After discussion, it was agreed that consecutive days bookings would not be charged from midnight to 9am , unless they were staying overnight or camping and using the toilets.

It was decided that the Google Calendar for events is getting a bit confused. It was decided that particular colours for different organisations would help solve this. JT will look into this.

JT

Feedback on events:

- Open Gardens: Sunday 30th June- A really good event. 56 ploughman and 39 cream teas were sold. NC explained it was important to keep records on file of items sold and quantities bought to help those organising events in the future. Exbourne gardens being on the same day didn't seem to detract from our event but should be considered going forwards. Thanks was expressed to all those involved in organising and opening their gardens.

- Records and administration (exception reporting only):

Maintenance schedule:

- A new fire horn is now in place.
- PAT testing has been done and the document is on file.
- The plastic chairs have been taken to the dump.

Review Accident Book: Nothing reported.

Smoke alarm check: tested and working.

AOB:

- JT suggested organising a plant sale in 2025. JT will look into this and contact Bondleigh and the Flower Club to avoid clashes.
- NC explained Moira Viggers had suggested a pie night. This was met with enthusiasm. NC will help. 11th April 2025 was suggested and added to the calendar.

- **Date of the next meeting:** No meeting in August. Wednesday 11th Sept 2024 at 7.30pm at the hall.