

## **Minutes of the meeting of Sampford Courtenay Village Hall Management Committee held on Wednesday 19th March 2025**

**Present:** Joy Tucker, Bob Tucker, Nicky Courage, Rory Robinson, Lynn Robinson, Andrew Townsend Green, John Hedger, Matthew Biddlescombe, Liz Crisp, Marion Pratt.

**Apologies:** Cherry Chidwick, Anthony Morris, Julieann Evans, Jon Evans .

**Agree Minutes of the meeting Wednesday 22nd January 2025:** ATG proposed and NC seconded.

### **Matters Arising:**

- Quote for floor work: Quotes are still in the process of being obtained. It would be good if 1 contractor could carry out the woodworm treatment, insulation and reflooring. RR will liaise with AM and Jon E.
- Drinks Licence: NC has worked extremely hard on this and it is now in the final stages. The blue signs are in place and an advert will go into the paper next week. Everything should be in place by the 14th April. Thanks was expressed to NC.
- Website and advertising: RR explained that Jon and JE were keen to improve the Halls profile especially promoting its use for weddings, wakes and parties. A simple website with a couple of pages showing photos and advertising next events was suggested. MP suggested that the Parish site could be used and updated. It was suggested to ask Jon +JE to investigate the possibilities with a view to either enhancing the existing web pages or making a fresh start. MB said he would be happy to set up a Facebook page and will look into this for the next meeting.
- Hungry Town Booking: JT has made this for September and will lead the event. It will be good to try something different.
- Flower Club Rep: JE has been asked to fulfil this role by the club and is happy to do so. Grumpies Rep: Terry Bullworthy was asked if he would be happy for there to be a Grumpies Rep as they are a large village group. He was very happy for this and MB has agreed to take on the role.

### **Items for Decision**

#### **Forthcoming events:**

- Friday 21st March Film Night: The Wilding. 22 are booked. ATG will take the money.
- Tuesday 25th March: Community Lunch. 21 have booked. Volunteers in place.

- Thursday 27th March: Cancer screening talk. ATG asked people to spread the word and encourage people to attend.
- Friday 11th April: Pie Night. A new venture. Proving very popular with 41 bookings. NC asked if 6 medium sized roasting dishes could be purchased at £9 each. This was agreed by the Committee.
- Thursday 24th April Community Lunch- Corned beef hash and lemon/ almond sponge.
- RR explained he had permission to show Brief Encounter, with no costs. He will arrange a date.

### **Review of Policies:**

- Health and Safety: BT will get an 'Incident book' to put with the Accident book as this is mentioned in the Policy. This should be used by Committee members to highlight concerns. It was also felt that the Fire extinguisher check should be recorded in it. LR will find out about RIDDOR forms and obtain an example.
- Safeguarding: There were no concerns with this policy.
- Fire Risk: It was suggested by J and BT that an evacuation should be carried out on an annual basis. ( January meeting) The fire exit over the old lobby door was felt to be in an inappropriate place. RR will lease with AM to check this.
- Accident reporting Policy: it was felt that 'must' could be changed to 'should'. JT suggested that all the policies should be sent out with the booking form for the Hall. The booking form will be reviewed at the next meeting after circulation with the Agenda.

LR will make the necessary amendments to the Policies and circulate them so they can be agreed at the next meeting.

**Officers sub-committee to review and update the Constitution:** RR, LR and ATG will meet to do this.

**Skittles evenings:** an evening game with Bondleigh will be held on 26th April. Bring a plate of food to share and your own drinks. £2 to play. Money raised will go to support Bondleigh's Defibrillator. RR explained there are some skittles boards on Facebook for £150. He will go and look at them. Skittles could be advertised for hire. There has been interest in monthly skittles and RR will pursue this with Jon E. Once the licence is obtained a bar could be available for these events.

**Flower Club:** There has been a request for tables and chairs to be put out ready but this is not possible without a caretaker.

They have also asked if 2 more light folding tables could be purchased, which are easier to manage. It was agreed by the Committee that this would be a good idea. RR will action this.

They have asked how many people can safely use the small hall at a time. It was felt that there isn't a specific number and as long as exits could be easily used this was up to the Flower Club. LR will respond to them on all points.

### **VE Day Events:**

LC and MP will lead on this. LC explained that National Events will take place on 8th May. It was suggested that Friday 9th May be used to hold a rationing prize bingo and sing along. People could bring nibbles and a bar could be run. People could dress up if they wanted. Cost was agreed at £10 for 4 games of bingo. MP will advertise this in Roundabout. On the 8th May there will be other events but these are not Hall related.

### **Items for Information:**

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

#### **- Finance: Treasurer's Report: Wednesday 19<sup>th</sup> March 2025**

**Covering: 21<sup>st</sup> January – 18th March 2025**

#### **Nat-West**

- Nat West shown balance: **£21,519** (£21,519)
  - Current: **£3,359** (£2,386)
  - Business Reserve (1.25%): **£19,151** (19,133)

#### **INCOME (£2,543)**

- Diving for Pearls: £1,100
- Big Breakfast: £529
- 2 x Community Lunches: £384
- Electric meter: £40
- Film Night (About Time): £233
- Hiring income: £194
- Interest: £44
- Easy Fundraising: £19

#### **PAYMENTS (£2,129)**

- Purchase of projector & assorted cables: £838
- Filmbank (film rights + misc. expenses): £124
- Diving for Pearls (band fee, F&B, drinks licence): £539
- Big Breakfast expenses: £194
- 2 x Community Lunches (F&B, heating): £171

- 2 x Electricity: £163
- 2 x Cleaning: £100

**Year to date (all banked transactions in 2024/25 to March 17<sup>th</sup>):**

Income: £3,110\*

Running & event-based costs: £3,119

Capital exp: £838

**Operating surplus: -£9**

\*£1,208 banked in period; £320 currently in cash float

**Profit Analysis (ranked by Profit YTD 2024/25)**

<i><b>Event</b></i>	<i><b>Income</b></i>	<i><b>Costs</b></i>	<i><b>Profit</b></i>	<i><b>Profit Margin</b></i>
Diving for Pearls	£1,100	£539	£561	51%
Film Night	£901	£495	£406	45%
Quiz & Puddings	£359	£15	£344	96%
Big Breakfast	£529	£194	£335	63%
Community Lunch	£601	£270	£331	55%

The Hall has now reached the point in the year when it is running profitably. RR explained it was very useful to be able to see the profit margins on events and thanked ATG. MP asked if the treasurers Report could be sent out before the meeting. This was agreed and ATG will do it.

**- Bookings:**

- 4th April there is a wake.
- Defibrillator training has been booked.
- An enquiry has been made about a block of puppy training.
- A Home schooling group has made an enquiry but not come back as yet. RR explained it would be important to see they were DBS checked.

**Feedback on events:**

- Tuesday 28th January: Community Lunch: 27 attendees.
- Saturday 1st February Diving for Pearls: a big thank you was expressed to NC and KC for arranging this event, especially to KC who arranged the band booking and didn't take his fee for the event. The bar was a great success and thanks was expressed to MB, JH and GH for running it. JH suggested it would be good to have more non alcoholic beer and wine for the next event.
- Friday 14th February: Film Night- About Time: 27 attendees. 13 non locals.
- Friday 21st February: Thank You event: Very successful. MB thanked RR and LR for hosting. Much better for socialising than a formal sit down event.
- Thursday 27th February; Community Lunch; Sausage casserole- 30 attendees.

- Saturday 1st March: Big Breakfast: 54 attendees. MP suggested charging £10 to include orange juice and a raffle ticket. The raffle needs thought for next time.

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

**Maintenance schedule:**

- BT has carried out 2 inspections since the last meeting.
- The ivy has been cut through and filled with salt. RR and BT will pull it off the wall once it has died.
- The hedge by the steps needs cutting back.
- RR will email MH about removing the Harris fencing from the front of the building.
- BT will carry out work on one of the stage steps to stop it tipping.
- The ground near the new lobby entrance has been revelled to help with water run off.
- MB has cleaned the fridge and the oven.

**Review Accident Book:** Nothing reported.

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

**AOB:**

- BT- DV had suggested auctioning off the model he made of the Hall. However the committee felt it should be kept in the Hall on a shelf.
- MB: on the 12th March the lobby door and fire exit on the Ladies toilet had been left open. There was also broken glass on the floor in the small hall. LR will ask JE to let the Flower Club know as they were the most recent hirers.
- NC explained that any upcoming events for May/June were needed now for the Okey Links.
- LR asked new Committee members to write a profile for the website and send it with a photo before the next meeting.
- RR explained he had met John Hall in the church who has written a book about Medieval turmoil in Devon, specifically Ottery St Mary. MP will look into John Hall with a view to him giving an historical talk.

Date of next meeting: Wednesday 9th April 2025 7.30pm