

## **Minutes of the meeting of Sampford Courtenay Village Hall Management Committee held on Wednesday 28th May 2025**

**Present:** Joy Tucker, Bob Tucker, Nicky Courage, Rory Robinson, Lynn Robinson, Andrew Townsend Green, Anthony Morris, Julieann Evans, Jon Evans, John Hedger, Matthew Biddlescombe, Liz Crisp, Cherry Chidwick.

**Apologies:** Marion Pratt.

**Agree Minutes of the meeting Wednesday 9th April 2025:** NC proposed and JH seconded.

### **Matters Arising:**

- Quote for floor work: Jon E and AM explained that after research they have decided that pine flooring with rock wool insulation will be most suitable. Dartmoor Construction have been asked to give quote so far and 2 further quotes will be obtained. Any woodworm will be treated and joists replaced. The whole of the large hall and the older half of the small hall would be replaced. Jon E and AM will work on further quotes and bring them to the Committee.
- Website and advertising: JE showed the proposed website to the committee. Events will be a priority and appear in chronological order. The website can contain any information the committee choose to show. There will be an information page about what's available at the hall and hire rates; a wedding and party package, and photo gallery. It is very simple and easy to use. It will cost about £12 a month and £8 a year for a domain name. There could be a link to the Charities Commission website too. It was decided that this would be good use of the money and is not very much more than the annual cost for using The Roundabout. It was agreed unanimously, by all present, to go forwards with a website. The link will be emailed out for all to check before going live. Thanks was expressed to JE for her hard work on this. MB has been trying to set up a Facebook page, but without success so far.
- Kitchen mat: a new rubber mat has been purchased to sit in front of the dishwasher. This will be much safer when the dishwasher is in use.  
Thanks given to NC

### **Items for Decision**

#### **Forthcoming events:**

- Saturday 31st March- Dog Show: the hall committee are organising the refreshments which will run from 1.30 to 4.30pm.

- Sunday 29th June Grand Fete: It was agreed that the defibrillator and thermal imaging group could have spaces. Raffle tickets for pre-sale were distributed. LR will send out a list for contributions towards a Trustees hamper raffle prize. NC, MB, Jon E, JE, BT, JT, LR and RR will be available to help.
- 12th September Hungry Town. This has been advertised in Okey Links. JT will take bookings and payment will be on the door. Finer details will be covered in the July meeting.

## **Items for Information:**

## **Officer's Reports:**

The Treasurers report was circulated prior to the meeting. Banked income is now ahead of running costs. RR will look into the possibility of having an umbrella savings account.

## **Treasurer's Report: Wednesday 28<sup>th</sup> May 2025**

**Covering: 7<sup>th</sup> April – 25<sup>th</sup> May 2025**

Nat West shown balance: **£23,254** (£22,737)

- Current: **£4,063** (£3,565)
- Business Reserve (1.25%): **£19,191** (19,171)

**INCOME: £1,865** (£561)

- VE Day Bingo: £681
- Hiring income: £542
- Pie Night: £388
- Community Lunch: £154
- Skittles Night: £60
- Interest: £20
- Emptied electric meter: £20

**PAYMENTS: £1,691** (£603)

- New meter & foyer lighting: £442
- Electric Bills: £167
- New tables: £293
- Pie Night costs: £216
- Grass cutting: £150
- Community Lunch costs: £40
- Skittles Night costs: £17
- Help for Heroes donation: £100
- Small lotteries licence (annual): £40
- Raffle tickets: £42
- Auditor's fee: £37

- Community Lunch (F&B, heating): £52
- Cleaning: £50
- Bar stock: £45

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

Operating Income:	£5,537
Cash float:	£138
Outstanding invoices:	£129
<b>Total Income:</b>	<b>£5,804</b>
Running & event-based costs:	£4,107
<b>Operating surplus/loss:</b>	<b>+£1,697</b>
Capital exp:	£1,572
<b>Total margin:</b>	<b>£125</b>

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

<i>Event</i>	<i>Income</i>	<i>Costs</i>	<i>Profit</i>	<i>Profit Margin</i>
VE Day Bingo	£681	£100*	£581	85%
Community Lunch	£936	£362	£574	61%
Diving for Pearls	£1,100	£539	£561	51%
Film Night	£1,158	£624	£534	46%
Quiz & Puddings	£359	£15	£344	96%
Big Breakfast	£529	£194	£335	63%

*\*Donation to Help for Heroes – excludes drinks and other costs*

**- Bookings:**

- JT is learning how to use Excel. Capacity for the hall has been added to the user guide.
- 13th June there will be another Indonesian night. RR asked people to spread the word that this is a good event.
- Two days have been booked for 16\17th August by the Home Education group.
- Good feed back was received from the private hire on 23rd May.

**Feedback on events:**

- Pie Night 11th April: 44 attendees. Very successful. Limiting numbers worked well, making it more manageable and may encourage earlier booking in future.
- Community Lunch 24th April: 25 were fed. A great community event. Thanks was expressed to all who volunteer and make it possible.
- Skittles 26th April: 32 attendees. Attracted a different group of people to the hall.
- VE Day 9th May: 40 attendees. Theme worked well and was fun. Thanks was given to LC and MP for organising it.

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

**Maintenance schedule:**

- The fire extinguishers and first aid kit have been checked.
- The memorial bench is wobbly but can be fixed by extending the legs. BT will do this.
- There are a couple of slate issues which BT will ask AM to contact the Roof contractors about.

**Review Accident Book:** Nothing reported.

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

**AOB:**

- ATG: it would be good to arrange a date for a garden tidy day.
- Part of the wall between the hall and field has begun to crumble. This has been looked at and a long term solution will need to put in place.

Date of next meeting: Tuesday 24th June 2025 7.30pm