

Minutes of the meeting of Sampford Courtenay Village Hall Management Committee held on Wednesday 9th April 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, Marion Pratt.

Apologies: Cherry Chidwick .

Agree Minutes of the meeting Wednesday 19th March 2025: ATG proposed and MB seconded.

Matters Arising:

- Quote for floor work: Jon E met with another builder regarding a quote for solid wood flooring and rock wool insulation. (allowing more ventilation around the timbers) Beech Brothers have quoted for southern yellow pine at 100 square yards for £10,000 including VAT. This is for the whole hall apart from the new extension area. The depth of insulation required and a price for labour and wood worm treatment needs to be obtained. Solid wood floorboards will be better to allow future access and inspection. All Trustees agreed they were happy with this proposal. Jon E and AM will work on further quotes and bring them to the Committee.
- Website and advertising: it was felt there was a need to work on the Halls presence particularly regarding wedding receptions. JT suggested that parking may be an issue for bigger events but it was felt most would be of a smaller nature. MB has worked on a Facebook account, which was setup but had a few issues. He will try again but needs an email account to link with it. There may be an existing one which can be used and this will be explored. RR explained there had been a great response to the photos added to Google Maps. It was felt it would be good to have a Hall website where next events could be advertised. AM asked if links on the Village website should be maintained. It was felt they should be. The Committee were all happy for JE to research costs involved in running a website and setting it up.
- Policies: Discussion was held about the best place for a fire assembly point. It was decided that the car park was the best place as it has hard standing and is lit. This will be added to the relevant policies. All the Committee agreed to accept the Policies. They will be reviewed on an annual basis in future to keep them up to date.
- Booking Form: This was accepted by the Committee and will have the relevant policies attached as PDF's. The dishwasher instructions will be sent to hirers using plates and cutlery.

- Constitution Update: RR explains that the Officers had met and made some simple changes made for example to quantities of money. Figures for capacity at events have been updated using fire safety recommendations and allowing for flow at exits. TB has been involved with this. Various corrections were highlighted by the Committee and will be made to the document. It was agreed that all members were happy with the amendments made.
- Flower Club: a response was sent to the club regarding the items they raised as discussed at the previous meeting. JE has passed this on and the club gave their thanks.
- Heras fencing: RR corresponded with Mark Hedges. The fencing was offered to the Hall but was returned to MH before this could be discussed. The opinion of the Committee was that it wasn't needed.

Items for Decision

Forthcoming events:

- Friday 11th April: Pie Night. This has sold out with 42 booked. It was agreed to set up after the meeting. RR will take the money on the door. MB and JH will work the bar. A licence has been obtained.
- Thursday 24th April Community Lunch- Corned beef hash and lemon/ almond sponge. 24 are booked and volunteers ready.
- Saturday 26th April: Skittles with Bondleigh. This has been advertised. The boards will be put out on Saturday afternoon. RR explained the new boards he had been looking at were too heavy.
- Friday 9th May: VE Day bingo and sing along. ATG will provide floats for bar, door and heating. JE will be on the door but will need Zettle training. P and LC are doing the bingo. RR and LR will stock the bar. MB and JH will run the bar. The sing along will be on the screen. Discussion was held about keeping the projector away from the Hall. All Committee members were happy to agree to this. RR suggested that a charge should be made for using the projector as this gives it value and brings in money for future replacement. It was felt that £10 was a good amount to charge. There will be a collection for Help for Heroes and a game. MP will send out a list of contributions for the Committee to consider.
- Saturday 31st March- Dog Show.
- Sunday 29th June Grand Fete: A silver band has been booked and raffle tickets will be sold prior to the event to fund this. A licence has been obtained for this. Books will be given to the Committee, prior to the event, to sell.
- 12th September Hungry Town. JT has been liaising with them. It was suggested that a simple ploughman's and maple cookies could be served. A bar will be run.

Items for Information:

Officer's Reports:

The Treasurers report was circulated prior to the meeting. Banked income is now ahead of running costs.

Treasurer's Report: Wednesday 9th April 2025

Covering: 19th March – 6th April 2025

Nat-West

- Nat West shown balance: **£22,737** (£21,519)
 - Current: **£3,565** (£3,359)
 - Business Reserve (1.25%): **£19,171** (19,151)

INCOME: £561 (£2,543)

- Community Lunches: £181
- Film Night (Wilding): £256
- Hiring income: £81
- Emptied meter: £23
- Interest: £20

PAYMENTS: £603 (£2,129)

- Alcohol licence expenses (advertising): £202
- Filmbank (film rights + misc. expenses): £128
- F&B for Thank You event: £67
- New pans: £54
- Bar stock: £48
- Community Lunch (F&B, heating): £52
- Cleaning: £50
- Incident Book purchase: £2

Year to date (all banked transactions in 2024/25 to April 9th):

Income: £3,673*

Running & event-based costs: £3,476

Capital exp: £838

Operating surplus: +£197

*£378 banked in period; £78 currently in cash float

*£278 outstanding in unpaid invoices

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>
Diving for Pearls	£1,100	£539	£561	51%

Film Night	£1,157	£623	£534	46%
Community Lunch	£782	£322	£460	59%
Quiz & Puddings	£359	£15	£344	96%
Big Breakfast	£529	£194	£335	63%

Bank Signatories going forwards:

The following should remain as signatories: Joy Tucker, Anthony Morris and Andrew Townsend Green.

The following should be added as signatories: Marion Pratt and Rory Robinson.

The following should be removed as signatories: Deborah Taylor Morris, Mike Carpenter and Roger Thompson.

- Bookings:

- A block of 5 weeks has been booked for puppy training.
- Defibrillator training has been booked for 14th April.
- A Home schooling group has booked 2 x 6 hour sessions.
- There are private hires on 3rd and 23rd May.
- 16th May a booking for Indonesian food.
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Feedback on events:

Friday 21st March Film Night: The Wilding. 33 attended- best yet. Over a third were from outside the village.

Tuesday 25th March: Community Lunch. 26 people fed.

- Records and administration (exception reporting only):

Maintenance schedule:

- The fire extinguishers and accident/ incident book have been checked.
- The Jackdaws have managed to occupy 1 out of the 8 possible areas after 3 layers of wire were applied.
- The ground is uneven by the small hall and probably needs a warning sign, this was agreed.
- The stage step has been modified and is now safe to use.
- NC will look into purchasing a mat for in front of the dishwasher door.
- Lights have been changed in the Hall and a new meter put in.

Review Accident Book: Nothing reported.

Smoke alarm check: tested and working.

AOB:

- CC has asked if the Community Interest Group could try to obtain money to remodel the hall. RR will respond and explain the hall is successful, and bearing in mind the community it serves this is not viewed as appropriate by the Trustees. All agreed that this was not appropriate.

Date of next meeting: Wednesday 28th May 2025 7.30pm