

Minutes of the meeting of Sampford Courtenay Village Hall Management Committee held on Tuesday 24th June 2025

Present: Nicky Courage, Rory Robinson, Lynn Robinson, Andrew Townsend Green, Julieann Evans, John Evans.

Apologies: Marion Pratt, Bob and Joy Tucker, Anthony Morris, John Hedger, Matthew Biddlescombe.

-RR explained that unfortunately Cherry Chidwick has resigned from the committee. Thanks was expressed for her support.

Agree Minutes of the meeting Wednesday 28th May 2025: ATG proposed and JE seconded.

Matters Arising:

- Quote for floor work: Jon E explained that one estimate for work has now been received. Thanks was expressed to Jon. It was discussed as to whether Jon E should take responsibility for gaining two further quotes and this was agreed by the Trustees as three quotes are needed to apply for grants.
- Website and advertising: JE explained that in 30 days 158 unique visitors have looked at the new website. Search engine optimisation is being worked on. Devon Communities Together have changed details on their website and will contact the person who has admin control at present so that further updates can be carried out. It was agreed that the website looks brilliant. There are currently 60 + followers of the new Facebook page. Thanks was expressed to JE for all her hard work.
- Investment Savings Account: RR contacted Hargreaves's Lansdown but they no longer offer small investment savings accounts to charities. Further research will be carried out. An umbrella savings account would be the best option.
- Wall between the hall and field: It was decided it would be best to look at the Deeds to find out responsibility for repairs. However as repairs are needed anyway Jon E will try to get a quote for making it stable. RR will contact the fields owner.

Items for Decision

Forthcoming events:

- Sunday 29th June Grand Fete: Stalls are agreed and volunteers ready. Set up will be at 2pm on Saturday 28th June.
- 6th September: Flower and Produce Show: This will be discussed at next months meeting.

- Christmas Event: The Committee discussed ideas for possible events. It was felt that last years format of mince pies, mulled wine and a film afterwards worked well. RR will look into whether it would be possible to view a Panto.
- Hungry Town : posters have been provided but are very colourful and would require a lot of ink to print. ATG will find out the costs for professional printing.

Items for Information:

Officer's Reports:

The Treasurers report was circulated prior to the meeting. Banked income is now ahead of running costs by £613. This means the Hall is in good financial shape.

Treasurer's Report: Tuesday 24th June 2025

Covering: 26th May – 23rd June 2025

Nat West shown balance: **£23,141** (£23,254)

- Current: **£3,099** (£4,063)
- Business Reserve (1.25%): **£20,042** (19,191)

INCOME: £601 (£1,865)

- Dog Show: £362
- Hiring income: £170
- Interest: £17 (1.1%)
- Cash donation from 'Exbourne': £42
- Summer fête (raffle tickets): £10

PAYMENTS: £324 (£1,691)

- Water: £32
- Electricity: £16*
- Kitchen mat: £24
- Website costs: £202
- Cleaning: £50

Year to date (all banked transactions in 2024/25 to June 23rd):

Operating Income:	£5,731
Cash float:	£485
Interest:	£163
Outstanding invoices:	£237
Total Income:	£6,616
Running & event-based costs:	£4,407
Operating surplus/loss:	+£2,209
Capital exp:	£1,596
Net income:	£613

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

Event	Income	Costs	Profit	Profit Margin
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%
Dog Show	£362	£0	£362	100%
Quiz & Puddings	£359	£15	£344	96%

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

- Bookings:

- There is a private hire on 12th July.
- The home education group have booked for 17th and 18th August and are looking at more days later in the year.

Feedback on events:

- Saturday 31st March- Dog Show: Good numbers attended and this was another very successful event raising £352.

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

Maintenance schedule:

- Appliances should be PAT tested in July.
- Furniture, step ladders and fire extinguishers were checked.
- The small hall curtain is now working.
- A sign for the uneven surface will appear soon.
- It was noted the hedges by the steps could do with a trim.

Review Accident Book: Nothing reported.

Smoke alarm check: tested and working.

AOB:

- ATG : attended a cluster meeting for Halls in West Devon area at Meldon Village Hall. There was a talk about how hard some Halls struggle to find Trustees- wee are very lucky. There was a talk about Grants and there is a Community Halls Grant for sums between £15- 25,000 which would be perfect for the flooring. ATG will apply for this.

Date of next meeting: Wednesday 30th July 2025 7.30pm