

Minutes of the meeting of Sampford Courtenay Village Hall Management Committee held on Wednesday 10th September 2025

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

Apologies: Anthony Morris.

Agree Minutes of the meeting Wednesday 30th July 2025: ATG proposed and Jon E seconded.

Matters Arising:

- Quote for floor work: Jon E explained that quotes have now been received from Dartmoor Construction (£33,000), Taw property Services (£35,000) and Bramhill (£45,000).Lloyd Chapman has also looked and asked a lot of detailed questions but has yet to quote. This means any available Grants can now be applied for. Jon E would recommend Dartmoor Construction as he has work done by them previously. Jon E was thanked for achieving the quotes.
- Wall between the hall and field: Dee has given a quote of £400 + materials for repairing the wall. RR explained this seemed reasonable and it would be good to use a local tradesman. All agreed that the work should go ahead.
- Hall garden tidy: September 28th at 11 o'clock for a couple of hours. Jon E, RR, LR MB, MP and BT agreed to attend.
- Window cleaning: This has been carried out at a cost of £175. NC said it looked much cleaner.It was suggested that once a year would be sufficient for this job and so will occur again next May.

Items for Decision

Alcohol cupboard: NC explained that with a full licence in place a more secure cupboard was required to store the alcohol. She suggested that the alcove behind the door in the small hall could be turned into an alcohol cupboard. It was suggested that Dave Viggars or Dee could be asked to do this.All agreed that this was a good idea and should go ahead. RR will ask DV about this.

Forthcoming events:

- Thursday 11th Sept-Community Lunch: 30 have booked, which is a great start to the new season of lunches. Helpers are in place.
- Friday 12th Sept-Hungry Town : 20 have pre-booked. The food is organised. JH

and GH will run the bar. Jon E will be on the door. The hall will be set up after the Community Lunch.

- Wednesday 17th Sept- Skittles: may be small to start but hopefully will grow. Jon E and MB will set up. NC and KC will help. JH will run the bar.
- Friday 26th September: Film Night: The Penguin Lessons. £6. ATG will be on the door. NC, LR and RR.
- Saturday 11th October: Curry Night: unfortunately this has been cancelled due to MV's illness.
- Friday 17th Oct- Film Night: Bridget Jones, Mad about the Boy.
- Wednesday 15th Oct: Skittles.

Items for Information:

Officer's Reports:

The Treasurers report was circulated prior to the meeting. There are 2 months of the financial year remaining. There is £24,000 in the bank. A new auditor has been acquired and will do spot checks on invoices going forwards.

Treasurer's Report: Wednesday 28th July 2025

Covering: 29th July – 8th September 2025

Nat West shown balance: **£24,018** (£24,168)

- Current: **£3,922** (£4,107)
- Business Reserve (1.25%): **£20,096** (£20,061)

INCOME: £220 (£1,876)

- Easy Fundraising: £19
- Hiring income: £166
- Interest: £35 (1.05%)

PAYMENTS: £380 (£1,121)

- Water: £30
- Electricity: £65
- Window cleaning: £175
- Cleaning: £50
- DCT membership: £50
- Printing costs (Hungry Town): £10

Year to date (all banked transactions in 2024/25 to September 8th):

Operating Income:	£7,698
Cash float:	£225
Interest:	£216
Outstanding invoices:	£159
Total Income:	£8,298

Running & event-based costs:	£5,459
Operating surplus/loss:	+£2,839
Capital exp:	£1,596
Net income:	£1,243

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>
Summer Fête	£1,674	£1,016	£658	39%
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:

- Both the Gift wrapping and Collage failed to run due to lack of numbers, but will be tried again later in the year. Summer may be the wrong time to try new things like this.
- 14th and 15th Sept have been booked by the home education group.
- Hirers need to be encouraged to advertise more for themselves. RR suggested that help with this could be offered as an extra, at a cost.

Feedback on events:

- 6th September: Flower and Produce Show: this was a great event. Entries doubled, there were more children and a great turnout. Lots of great feedback has been received. MB stated that there was a great community feel. MP commented that cake was expensive. However there was cake available for £1 but unfortunately wasn't labelled due to lack of time- next year. Price is important but we also need to cover the cost of donations. Thanks was offered to Marion and Bill for all their hard work, and also to the judges. About 75 adults and 17 children attended. MB suggested that a smaller selection be offered on the bar next year. It worked well operating on the same day as ATG's open garden as people came to both events. Raffle tickets at £1 a ticket, not a strip, saves on tickets and time folding but offers the same odds.
- **Records and administration** (exception reporting only):

Maintenance schedule:

- Fire extinguishers were checked.

- The front door has been eased but is still not 100%- BT will continue to work on it.
- The wooden chairs in the store cupboard need re-stacking. Jon E suggested using a wall hook and ratchet strap.
- Insulation is being pulled out by Jackdaws under the roof but it is very difficult to stop them getting in. Gaps are needed for ventilation. Further research needs to be done for an answer to this.
- Cracks in the wall are stabilised but need filling to stop water ingress. This can be carried out by Dee and it was agreed by all that this should be done.

Review Accident Book: Nothing reported.

Smoke alarm check: tested and working.

AOB:

- JT explained that a local jazz band could be booked for £370 for 5 musicians and 2x 50 minute sets. They have a good local following. RR will pursue this further.
- JT has received information about a mental health film linked to the phoenix Theatre. She will forward the details to RR for further investigation.
- LC asked about the Bonus Ball and it was explained that this never started due to lack of interest.
- ATG showed a report from Devon Communities Trust on their achievements for the year. He suggested this could be a good way to report back at the AGM. It was agreed that he should draft one to be used to report back on the year.
- MB explained the mens toilet light wasn't working. RR will get this looked at quickly because of the Hungry Town event on Friday.
- LR explained that the author Stephanie Austin has been booked to talk on 28th October at 2pm.
- The Exbourne WI have asked permission to plant some wild flowers in the Village hall grounds. All agreed to this. LR will confirm this with the WI.
- LR explained that the annual calendar of events has been provisionally arranged and that this will be sent to Trustees soon.
- RR explained that the large door onto the carpark needs to be unlocked for any event but marked with a no entry sign. This is in case of fire.

Date of next meeting: Wednesday 8th October 2025 7.30pm