

Minutes of the meeting of Sampford Courtenay Village Hall Management Committee held on Wednesday 30th July 2025

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

Apologies: Liz Crisp, Anthony Morris.

Agree Minutes of the meeting Tuesday 24th June 2025: NC proposed and JE seconded.

Matters Arising:

- Quote for floor work: Jon E explained that Taw River Services had been contacted but are yet to provide a quote. Lloyd Chapman has also shown interest in quoting for the job. Alistair from Bramhill will hopefully provide a quote next week. ATG explained he had tried to apply for a grant but this was not accepted so there is no hurry to gain quotes.
- Wall between the hall and field: RR has looked at the original deed and it looks like the wall isn't the Halls responsibility. However it needs to be repaired and so RR will talk to the owner with a view to repairing it. The Committee agreed we should repair it but without acknowledging it was ours.
- Hall garden tidy: ATG explained this usually takes place in October. A date was agreed for September 28th at 11 o'clock for a couple of hours.

Items for Decision

Forthcoming events:

- 6th September: Flower and Produce Show: Set up will take place at 10am on Friday 5th. MB will run the bar. LR will organise refreshments + helpers, ice creams, a hamper for the raffle and the Judges lunches. RR will run the door. ATG will organise the floats.
- Hungry Town : ATG will organise 10 A4 posters. RR will advertise to Bondleigh and Broadwoodkelly. BR will source the cheese. GB will make bread. JT will provide apples and chutney. The Hall will be set up after the Community Lunch. MB and Jon E will run the bar. RR and LR will stock the bar with beer, wine and cider. Jon E will use the Zettle.
- Friday 26th September: Film Night: The Penguin Lessons. £6. Bar as usual and refreshments. It was discussed about having a separate pull down for the Films and Community Lunches on the website. This was agreed and JE will organise.

- Saturday 11th October: Curry Night: this will be checked with MV.
- LR, NC and JE will meet asap to arrange the events calendar for the year 2025-2026.

Items for Information:

Officer's Reports:

The Treasurers report was circulated prior to the meeting. Net income is up. Profit is £1291 at 3/4 point in the year. An independent auditor still needs to be found. RR emphasised it is important to keep a healthy reserve account going forwards. £80 was received from Octopus due to their failure to attend to fit the smart meter.

Treasurer's Report: Wednesday 28th July 2025

Covering: 24th June – 28th July 2025

Nat West shown balance: **£24,168** (£23,141)

- Current: **£4,107** (£3,099)
- Business Reserve (1.25%): **£20,061** (£20,042)

INCOME: £1,876 (£601)

- Summer Fête: £1,674
- Hiring income: £176
- Interest: £19 (1.05%)
- Emptied electric meter: £7

PAYMENTS: £1,121 (£324)

- Summer Fête costs/church sharing: £1,016
- Electricity: £5 (discount of £40 applied due to Smart Meter delays)
- Cleaning: £100 (x 2)

Year to date (all banked transactions in 2024/25 to July 28th) – Q1-Q3:

Operating Income:	£7,396
Cash float:	£165
Interest:	£181
Outstanding invoices:	£234
Total Income:	£7,976
Running & event-based costs:	£5,089
Operating surplus/loss:	+£2,887
Capital exp:	£1,596
Net income:	£1,291

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:

- Puppy training has booked for a 5 week booking.
- 2 ladies will book to use the Hall for paper wrapping if there is enough interest.
- The Home Ed Group have booked for 2 days.
- There have been two enquiries. One for pickle ball for 90 mins a week- RR will contact regarding this. Also for a weekly collage session but as yet this has gone no further.

It is very positive that more people are showing interest in hiring the Hall.

Feedback on events:

- Sunday 29th June Grand Fete: at least 150 people attended and a good number of children. It was a great community event. The band was a definite asset and it proved its worth taking a risk sometimes. The pre-sale of raffle tickets worked really well too and good support was received from local businesses for the prizes. The Church's and the village hall working together well helped with the success of the Fete. Having a good community event is the important thing and money isn't the key. However the Fete was the biggest profit this year.

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

Maintenance schedule:

- The fire doors have been checked.
- The small hall curtain has been fixed.
- The new entrance door is rubbing when shutting- BT will explore this further.
- Hedges need cutting by the steps but this can be tackled on the Garden Tidy day.
- AM is talking to the contractor about the loose slates and a problem with the flat roof.

Review Accident Book: Nothing reported.

Smoke alarm check: tested and working.

-AOB:

-Jon E: there are some big cracks on one corner of the hall. BT explained these were historical and the problem had been dealt with previously. It was agreed that the cracks should be filled in some way to stop water ingress.

- MB asked if a can crusher could be obtained for use by the bar after events. This was agreed and he will obtain one.

- RR: the window cleaner is booked to clean the windows in August.

- RR: Jess from the Chapel will plant Nicotiana plants at the hall and has asked about further gardening at the Hall. ATG suggested wild flowers could be sown on the rough patch of ground and that the Garden day would be the perfect time to do this. It was suggested that Jess be invited to the garden tidy and could take charge of the road edge bed in future.

- The field next to the Hall was discussed and RR will talk to the owners about this.

Date of next meeting: Wednesday 10th September 2025 7.30pm