

Minutes of the meeting of Sampford Courtenay Village Hall Management Committee held on Wednesday 20th November 2024

Present: Joy Tucker, Bob Tucker, Nicky Courage, Rory Robinson, Lynn Robinson, Andrew Townsend Green, Roger Thompson, Anthony Morris, Sandra Harper

Apologies: Cherry Chidwick .

Agree Minutes of the meeting Wednesday 11th September 2024: NC proposed and RR seconded.

Matters Arising:

- Quote for floor work: RT contacted 3 companies for quotes but as yet none have replied. He will retry for quotes.
AM has received a quote from John Guy for the insulation under the floor: £2340 including VAT.
- Bonus Ball: There have been 10 takers for this so far. RT suggested trying this again in the New Year and mentioning it at the Village meeting.
- Drinks License: RR has investigated this further. It will cost £100 to apply and then £70 a year subsequently. There will also be a cost to advertise in a local paper. A blue notice will need to be displayed at the Hall for 28 days. It will need to be in one Trustees name but they don't need attend every event. All Trustees were in favour of applying for this type of license. RT agreed to fill out the application. RT
- Contents insurance: this has been increased to £25,000 from £9000 at an increased cost of £40.
- Old dishwasher: This has been collected and taken away to a good home.

Items for Decision

Forthcoming events:

- Friday 22nd November: Quiz and Puddings: Questions are ready and prize bought. 8 tables have been booked. Hall will be set up at 6.20.
- Sunday 8th December: Christmas Sparkle: This will be free mulled wine and mince pies and carols, with a showing of It's a Wonderful Life with a cost of £2.50. It would be good if as many trustees as possible could attend. The Hall will be set up at 2.30 on Saturday 7th Dec.
- Friday 17th January: Film Night: breakfast at Tiffanys.
- Wednesday 22nd January: AGM.
- Saturday 1st February: Diving for Pearls. £10. Bar and pizza slices for sale.
- Friday 14th February: Film Night- Brief Encounter.

Items for Information:

Officer's Reports:

- Finance:

Treasurer's Report: Wednesday 20th November 2024

Covering: 24th October – 19th November 2024

Nat-West

- Nat West shown balance: **£21,466** (£22,895)
 - Current: **£2,398** (£3,850)
 - Business Reserve (1.45%): **£19,068** (£19,045)

INCOME

- Film Night (The General): £292
- Film Night (Billy Elliot): £183
- Private hire of Hall: £108 (Table Tennis, SCPC)
- Easy Fundraising: £75
- Emptied electric meter: £49

PAYMENTS

- Insurance: £1,880 (increased coverage)
- Filmbank (film rights): £84
- Other Film Night costs: £43
- Water: £24
- Electricity: £84
- Cleaning: £50

Year to date (all banked transactions in 2024/25 to November 19th):

Income:	£243
Running costs:	£2,100
Capital exp:	£0
Operating surplus:	-£1,857

The yearly accounts have now been audited and submitted to the Charity Commission.

- Bookings:

- Dog Training has finished for the present.

- Santas Grotto is booked over the 27th November to 1st Dec.
- 23rd November: Private hire.
- 26th November Parish meeting.
- Elections have been booked for May.

Feedback on events:

- Saturday 26th October: Silent film- 32 attended. This was very well received and Roger Cleverdon was excellent. Changing the day wasn't ideal and Fridays seem to work better. There was no license to pay, allowing more money to be collected for the Hall.
- Tuesday 12th November: Community Lunch: 33 attendees. Very popular and a great atmosphere. Great bunch of regular volunteer helpers.
- Friday 15th November: Film Night- Billy Elliot: 22 attendees. Covered costs.

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

Maintenance schedule:

- The Fire extinguishers have been checked officially and 2 replaced.

Review Accident Book: Nothing reported.

Smoke alarm check: tested and working.

AOB:

- Thank you event: a date was set for Friday 21st February at 6.30pm. LR will draw up a guest list and confer with RT. Invitations will be sent out in early January. A list of food will be shared with Trustees for donations.
- Projector: RR has researched and obtained 3 prices. The best option is about £800. Appropriate cables will also be needed at a cost of about £50. It was agreed by all Trustees that RR should go ahead and obtain these items. It will then be worth considering charging for the projectors use to cover wear and tear.
- A big thank you was proposed to Sandra Harper who is standing down from the Trustees after a period of 25 years.
- RT explained that he will be standing down from the Trustees at the AGM in January. Grateful thanks was expressed for his work as Chair.

Date of the next meeting: AGM: Wednesday 22nd January 2025 7.00pm in the hall.