

## **Minutes of the meeting of Sampford Courtenay Village Hall Management Committee held on Wednesday 22nd January 2025**

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

**Apologies:** Cherry Chidwick .

**Agree Minutes of the meeting Wednesday 20th November 2024:** ATG proposed and NC seconded.

### **Matters Arising:**

- Quote for floor work: Quotes have been received for some of the work-insulation and woodworm treatment. AM will contact original company for more specific details about new flooring. JE will then try to find 2 more quotes. ATG will then look out for grants. JE suggested that Broadwoodkelly Trustees may be helpful with grants.
- Drinks Licence: NC has taken responsibility for this. The licence was submitted but has been received back needing more details and adjustments. NC will continue to work on this. A Tens licence has been obtained for Diving for Pearls.

### **Items for Decision**

#### **Forthcoming events:**

- Saturday 1st February: Diving for Pearls. £10. Bar and pizza slices for sale. 35 booked so far. Committee need to encourage people along. Set up Hall at 2pm on Saturday 1st Feb. MB and JH will run the bar. RR on door.
- Friday 14th February: Film Night- Brief Encounter.- unable to get a licence for this. Will show About Time instead.
- Thank You event: RR and LR asked if the date could be changed to 28th February 6.30pm. Invites will be sent out and a food list circulated to Committee.
- Saturday 1st March: Big Breakfast: Helpers: BT, JT, JE, LR, RR, MP, NC.

### **Items for Information:**

### **Officer's Reports:**

## - Finance: Treasurer's Report: Wednesday 22<sup>nd</sup> January 2025

Covering: 1<sup>st</sup> December – 20<sup>th</sup> January 2025

### Nat-West

- Nat West shown balance: **£21,787** (£21,466)
  - Current: £2,676 (£2,398)
  - Business Reserve (1.45%): **£19,111** (19,068)

### INCOME

- Electric meter: £110
- Film Night (It's A Wonderful Life): £49
- Hiring income: £63
- Water (credit w/new meter): £0.94
- Interest: £20 (Nov); £23 (Dec)

### PAYMENTS

- Filmbank (film rights): £208 (2 x films)
- F&B for Xmas Sparkle: £56
- Electricity: £182 (Nov & Dec)
- Cleaning: £50

### Year to date (all banked transactions in 2024/25 to January 20<sup>th</sup>):

Income:	£1,663
Running & event-based costs:	£2,653
Capital exp:	£0
<b>Operating surplus:</b>	<b>-£990</b>

### - Bookings:

- Dog Training has provisionally booked for 6 weeks.
- Energy Saving event on 30<sup>th</sup> January.
- Private Hire on 20<sup>th</sup> February.

### Feedback on events:

- Sunday 8<sup>th</sup> December: Christmas Sparkle: 30 people + 1 child. 22 stayed to watch film. Well received + new faces.
- Friday 17<sup>th</sup> January: Film Night: breakfast at Tiffanys. 21 people.

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

### Maintenance schedule:

- Oven door handle was tightened.
- Guttering was cleared of blockage.

- Ivy needs to be removed from the small hall external wall.
- Fridge needs cleaning- MB will do this and the oven.
- Lobby lights are a bit dim.They could be replaced with 4 new fittings for £138 +vat The Committee agreed these should be replaced. AM will carry this out.
- Car park lighting was discussed and AM will look into this and report back.
- JE has cut the hedge by the carpark steps where it was overgrown. Thanks was expressed.

**Review Accident Book:** Nothing reported.

**Smoke alarm check:** tested and working.

**AOB:**

JE: Asked if there was a wedding or party package for the Hall. Also raised the issue of advertising. It was agreed marketing should be on the agenda at the next meeting.

- It might be worth considering a Folk Night- very popular when held at Jacobstow. Musicians from Wren Music in Okehampton performed.

JT: explained 'Hungry Town' an American duo at been in touch about performing at the Hall. She will find out more, with a view to booking an event.

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

MP: The Produce Show will be on 6th September. A seed and plant swap will take place in April.

MB: raised the issue of cleaning hours. He has found it hard to keep busy over winter months when the Hall is booked less often. RR suggested that MB was trusted to use the time as necessary and there may be times when a deeper clean is needed. He will try this for 3 months and report back.

NC: Village Hall and Church joint fete will be on Sunday 29th June 2-5pm. She will try to book a band. RR explained the Hall is charged out and remaining funds split.It is a good community event and brings different groups in the Village together. It was agreed to have a subcommittee: NC, LR, RR, JE, MP.

RR: a new projector and appropriate cables have been bought and used twice already.

LR: suggested that emails between meetings were unnecessary, unless urgent. Anything for consideration should be sent to the Secretary and can then be added to the agenda. There was consensus for this.

Information packs were distributed to new Trustees and emails sent containing 'The Essential trustee' and the Constitution.

Date of next meeting: Wednesday 19th February 7.30pm