

Minutes of Meeting of Oake & District Management Committee held on Tuesday 24 March 2015 at 7.30pm

**Attendees: Davis Sedgwick (DS) John Sharland (JS) Kirsten Horton (KH) Joe Bimson (JB)
Sue Earthrowl (SE) Annie Barrett (AB) Rachel Cridland (RC) Rodney Wyatt**

	Rachel Cridland and Rodney Wyatt were welcomed as committee members	
Apologies	Cliff Bishop Phillipa Archer (PA)	
Minutes of last meeting	Minutes of 27 January 2015 were read and signed by David Sedgwick (chairman). Proposed by SE, seconded by JS	
Matters arising	Water consumption is now acceptable	
Correspondence	None received	
Treasurer's Report	<p>Current Account (CO-OP) £ 7679.50 Cash in hand £ 75.40 Virgin Deposit Account £41105.23 Float £ 320.00 Total £49180.13</p> <p>The current account has reduced by £1000 – this reflects payments to Taunton Deane for annual gang mowing £895.86, and repairs to gable ends of building - £623 K Sharland and £1794 scaffold hire. The Virgin Money Account has been updated with annual interest of £673.94.</p> <p>The Policy on Financial Control was amended to include the clause – No money belonging to the Village Hall should stored in the building overnight. Proposed DS Seconded JS</p> <p>KH is now third signatory on Virgin Deposit Account. Co-op Bank require <i>“the minutes of the meeting you are having as an explanation of the current amount of trustees and proof of a plan for recruiting new members from the designated groups in the constitution or if that is not possible a plan to change the constitution to allow recruitment from more community groups”</i> before they will allow change of signatories.</p> <p>It was agreed that we amend our constitution, Clause 7 Committee of management to read <i>“there should be 5 elected members: and we may appoint additional members, one from each organisations listed in Clause 9 of this scheme.”</i> Proposed KH Seconded DS</p> <p>A list of current regular users as per Clause 9 with their representatives on the committee to be appended to The Scheme will be made available to the Co-op Bank.</p> <p>Sue Earthrowl was elected as 5th member of the management committee following the resignation of Brenda Snell Proposed KH Seconded DS</p>	PA
Booking Secretary's Report and Feedback from Hirers	<p>The hall continues to be very well booked. The Booking sheet has been amended to include the number of people expected at each hiring, and asking whether they wish to use our bar. David Martin (Oake Tree Short Mat Bowls) thanked the hall for allowing them free use of the hall for their charitable event on 14 March 2015. £300 will be donated to both St Margaret's Hospice and League of</p>	

	<p>Friends of Musgrove Park Hospital. No charge will be made to Oake W I for use the hall white table cloths – they will be returned laundered. The charge for use of the staffed hall bar will now be £100. Liz Sharland has agreed to take a fuller role in running this facility. DS was encouraged to call for additional help in organising this.</p>	
Events	<p>Plant Sale - 9 May 2015 Plants and cakes can be brought to the hall on Friday evening and Saturday early Remind Ford Nursery of their agreement to attend Liaise with Sue Davies re advertising, volunteers, format of event – plant and cake sale AB & RC volunteered to help with cake stall: RC could arrange notices for school book bags</p> <p>Village and School Fete – 4 July 2015 Press advertising Hall committee members to attend co-ordination meeting at school</p> <p>Masked Ball – 13 June 2015 an event for the village arranged by the school PTA – AB to act as go-between school and hall</p>	<p>KH</p> <p>RC</p> <p>JS</p> <p>KH/SE</p> <p>AB</p>
Hallmark 2 & 3	<p>It was agreed to enter for HALLMARK 2 and 3 quality standards scheme proposed JS seconded JB It was also agreed to adopt: Hall Hiring Procedures Policy Health and Safety Policy and Organisation Child Protection Policy Children and Vulnerable Persons Policy Equal Opportunities Policy and Code of Practice These to be added to the Oake Hall Website and to be available in a folder in the hall. An employment contract for the cleaner was also adopted. Further work is to be carried on Fire Safety, to complement to risk assessments which have already been carried out. The Toddlers Group will be approached regarding Child Protection Policy and inviting them to volunteer a representative for appointment to the hall committee.</p>	<p>SE/KH</p>
Play Area	<p>The annual sand dig is provisionally planned for 18 April 2015 Check Philip White available to lift sand into position Note for book bags at school to encourage volunteers</p> <p>An application for £500 to the Taunton Lord Mayor's Fund – if successful, it was proposed additional picnic table be purchased for the play area. A sign "PLEASE – NO SAND DOWN THE SLIDE" to be fixed close to top of slide, to try to reduce sand wastage. It was agreed to place signs indicating 5 MPH speed limit for vehicles within the hall grounds.</p>	<p>KH RC</p> <p>KH</p> <p>KH</p>
AOB	<p>It was agreed to investigate a solution to the unattractive appearance of the stage floor</p>	<p>JS</p>
Date of next meetings	<p>19 May 2015, at 7.30pm in the Pig and Whistle Lounge</p>	