

**Minutes of Meeting of Oake and District Hall Management Committee
Tuesday 29 September 2015**

Attendees: Dave Sedgwick (DS) John Sharland (JS) Annie Barrett (AB) Phillipa Archer (PA) Rodney Wyatt (RW) Sue Earthrowl (SE) Kirsten Horton (KH) Terry Bellamy (TB)

1.Apologies	None Cliff Bishop is not well but will continue to copied in. Rachel Cridland and Sue Winter will be asked whether they are willing to continue on the committee.	
2.Minutes of meeting 21 st July 2015	These were approved and signed. <i>Proposed Sue Earthrowl Secoded John Sharland</i>	
3.Matters Arising	<ul style="list-style-type: none"> • Suzie Hake would be asked whether Ten Radio was booked for the fete on 9 July 2016. • It was requested a NO DOG sign be placed prominently outside the entrance to the hall car park, and another within the play area. • The PAT test had been carried out but neither the certificate nor the invoice for this work had yet been received. The electrician would be requested to 'hardwire' the recently purchased replacement range cooker in the hall kitchen. • A note of thanks should accompany payment to the gas installation engineer and the door entry engineer who helped remove the old range cooker and connect up the new cooker at very short notice recently. • A garden contractor in Hillcommon would be approached to strim the areas of the play area inaccessible to Erika's ride on mower. 	AB KH AB/P A AB
4.Appointment of New Committee	Following the AGM the five elected committee members confirmed they would continue to fulfil the same rolls as previously. The Trustee Declaration Form was completed.	
5. Secretary Correspondence	Confirmation had been received from Community Council for Somerset that we had achieved Hallmark 2 & 3. KH, SE & DS would attend the CSS AGM, Hallmark Awards and training day at Edington Village Hall on 15 October 2015	
6.Booking Secretary's Report and Hirer Feedback	<p>RW will write to the committee regarding the installation of additional storage for the WDCS in a container adjacent to the north wall of the hall.</p> <p>The hall is now fully booked during the week, apart from Sunday evenings. Weekends have children's parties and other events.</p> <p>Slimming World have a regular slot on Thursday – we need to be aware of possible inconvenience to the monthly WI meeting. Payments are up to date.</p> <p>Improving the quality of audio/music in the hall to be investigated, as well as purchase of a projector and screen – the school have offered to advise.</p>	RW AB ALL

7. Treasurer's Report	PA reported that the bank balance remains healthy with little change. It was agreed we would review our hire charges at the next meeting particularly with regard to weddings.	
8. Recent and Forthcoming Events	Date of the Fete is 9 July 2016	
9. Play Area	The annual safety inspection will take place shortly.	
10. Building maintenance	The lock to the boiler room as required attention The electronic door opening system required an engineer to visit recently: batteries were replaced and it is now working but it is possible the computer which runs this might need replacing in the future.	
Date of next meeting	24 November 2015 in the Pig and Whistle Lounge at 7.30	