

**Minutes of Meeting of Oake and District Hall Management Committee  
Tuesday 28 March 2017**

Attendees: John Sharland (JS) Kirsten Horton (KH) Sue Earthrowl (SE) Annie Barrett (AB) Linda Lean (LL) Phillipa Archer (PA) Rodney Wyatt(RW) Terri Bellamy (TB) Bryn Collins\* (B) Hilary Weller \*(HW) (\* following Shop Meeting)

1.Apologies	Brenda Snell (BS)	
2.Minutes of meeting 22 November 2016	These were approved and signed. <i>Proposed: LL Secoded: TB</i> <ul style="list-style-type: none"> <li>John Sharland acted as Chairman for the meeting.</li> </ul>	
3.Matters Arising	<ul style="list-style-type: none"> <li>John Sharland agreed to act as chairman pending appointment of a new chairman and further committee members.</li> <li>Further electrical work - PAT testing, blown lights in kitchen and ladies toilets. Spare parts to be bought for external lights and held for future.</li> </ul>	JS
4. Hall Licensee	<ul style="list-style-type: none"> <li>Hilary Weller agreed to take responsibility as hall licensee. Details of training courses to be made available.</li> <li>Bar staff are now available</li> </ul>	KH/HW
5.Booking Secretary's Report and Hirer Feedback	<ul style="list-style-type: none"> <li>The plastic entry keys have proved unreliable recently, and enquiry to be made to Metcalfe Alan regarding an alternative.</li> <li>Hirers are being advised to adhere to the agreed booking times</li> <li>Regular liaison between PA and AB regarding BACS payments.</li> </ul>	
6.Treasurer's Report	<ul style="list-style-type: none"> <li>The paperwork regarding nil rates is now complete.</li> <li>Payment has been made to renew the hall membership to the Community Council for Somerset</li> <li>The recently completed decoration of the hall is paid for in full.</li> <li>Total balances exceed £52,000.00</li> </ul>	
8. Recent and Forthcoming Events	<ul style="list-style-type: none"> <li>Sue Davis will supervise this event in view of absence of several committee members.</li> <li>The School PTA to be asked to include the hall committee in any planning for the fete on 8 July 2017</li> </ul>	
9.Play Area and Recreation Field	<ul style="list-style-type: none"> <li>No reply had been received from Rubicon regarding the state of the timbers on the climbing frame (email &amp; telephone enquiries). Advice to be sought from Taunton Deane as to appropriate action.</li> <li>The annual sand dig to be postponed pending resolution of climbing frame timbers</li> <li>It was agreed to continue with the weekly inspection although the committee wish to be advised of exactly what is being checked in view of the failure to notify us of further deterioration on the climbing frame. It was agreed to accept the increased charge for this service as notified in a recent letter from Taunton Deane.</li> <li>Taunton Deane have accepted our request to gang mow the recreation field in 2017</li> <li>Two NO DOGS signs to be installed: one on slope from the car park towards the play area, and one on the bridge gate</li> </ul>	KH  KH  KH/BC

	<ul style="list-style-type: none"> <li>• Thanks to JS for arranging the OAKE VILLAGE HALL sign, and to BC for removing the old notice board</li> <li>• 2 new picnic tables to be purchased from Milverton Sawmill and the old ones disposed of.</li> </ul>	JS/BC
10. Building maintenance	<ul style="list-style-type: none"> <li>• Fire Protection Systems plan to visit on April 5 to resolve defective beam in the main hall.</li> <li>• It was agreed that Metcalfe Alan carry out the annual service for the security system</li> <li>• The potholes in the carpark to be repaired shortly.</li> </ul>	KH AB JS
11. Website and Hall News	<ul style="list-style-type: none"> <li>• Bookings Secretary's telephone number has been amended.</li> </ul>	
12. Any Other business	It was agreed that the cleaner should receive a 50p per hour increase from 1 April 2017 <i>Proposed SE Seconded JS</i>	PA
Date of next meeting	<ul style="list-style-type: none"> <li>• 30 May 2017 in the Pig and Whistle Lounge at 7.30</li> </ul>	