

Minutes of Meeting of Oake and District Hall Management Committee Tuesday 24 November 2015

Attendees: Dave Sedgwick (DS) John Sharland (JS) Annie Barrett (AB) Phillipa Archer (PA) Sue Earthrowl (SE) Kirsten Horton (KH) Hilary Weller

1. Apologies	None We expressed our sadness at the death of Cliff Bishop. A card had been delivered to Bettie on behalf of the committee. We welcomed Hilary Weller as a visitor.	
2. Minutes of meeting 29 st September 2015	These were approved and signed.	
3. Matters Arising	<ul style="list-style-type: none"> • Suzie Hake will approach Ten Radio for the fête on 9 July 2016 when personal circumstances allow. • It was decided to ask Duncan Stuart to carry out the PAT test as we have not received a certificate or bill for the work carried out earlier in the year. He confirmed that the current electrical connection for the cooker was satisfactory. • It will be discussed with Erika which parts of the grounds maintenance she would prefer to relinquish, and then John Morrod would be asked to quote for the balance. 	AB AB KH
4. Secretary Correspondence	No correspondence had been received	
5. Booking Secretary's Report and Hirer Feedback	<ul style="list-style-type: none"> • No correspondence regarding external storage received from Wiveliscombe Ringcraft to date. • Slimming World are attracting many clients on a Thursday evening and are very satisfied with the venue. They are considering an additional session beginning at 4.00pm. – currently this works well with W I and there would be no diary clashes during 2016 with the earlier booking. • It was agreed to increase the charge for hirings for weddings/weekend events to £270 for locals and £300 for non-locals • Additional research will be done to compare our other rates with similar halls nearby, with a view to revising these upward if necessary. • A quote had been received to update the hall audio and include a projection system for the main hall. It was decided to investigate further but particularly enabling hirers to use Bluetooth connection from their phones. • A screen above the hatch in the lounge was suggested. • Andy Dunn has sourced a projector for the hall at no charge and will be asked to recommend on additional items. • Enquiries regarding access/functioning of the spotlights had been made by the school. Various committee members wishes to familiarise themselves with this facility. 	RW AB & others SE ALL KH/AB DS/AB
6. Treasurer's Report	PA reported that the bank balance remains healthy with little change. A donation of £50 had been received from the Toddlers Group. The Parish Council had also granted the hall £500 towards the Play Area and £1050 towards the annual gang mowing of the recreation field. The Annual Returns for the Charity Commission had been completed and returned. The Business Rate Relief application form is ready to be submitted,	

	pending a letter from our District Councillor Roger Habgood.	
8. Recent and Forthcoming Events	It was decided to continue advertising in the local press – e.g. wedding fair supplements.	DS/AB
9. Recruitment of new committee members	A poster inviting villagers to join the management committee will be placed in prominent places in the village – it is also included in the HALL NEWS which is to be distributed this week	
10. Incorporated Charity	Advice will be sort from CCS regarding cost, need for legal advice and procedure for the hall to move to being an incorporated charity principally to offer greater financial protection to the trustees. It will also be established whether we additional clauses are required to 'The Scheme'	KH/ SE/ PA
11. Play Area	Contact will be made with the Play Inspection Company as to when they would be carrying out the annual inspection – the order was submitted on 22 September 2015.	KH
12. Building maintenance	<ul style="list-style-type: none"> • The lock to the boiler room is now replaced. • The ladies' and gents' loos have both required call outs recently for leaks/blockages but are now functioning correctly. • A suitable date/time was discussed for the high level dusting and up lighter bulb replacements. • We are advised that the inner workings of the low energy dusk to dawn external lights should be replaced with a consequent reduction in blown bulbs; the system is basically very sound. It was agreed to ask the electrician to carry out this work. • A second quote for replacement of the fire alarm control system is to be requested. Possibly Taunton Fire and Chubb • The main hall floor should be refurbished in the summer holidays. • The lobby and lounge carpets will be thoroughly cleaned again after Christmas. Can the same company clean the upholstered chairs? • The operating instructions for the new range cooker to be copied and placed adjacent to the cooker for hirers' reference 	DS JS JS JS AB KH DS AB
13. Computer Room and Website	4 new computers have been purchased as the old ones were insufficiently powerful to cope with current search engines eg Google. As a result it is no longer possible to update the hall website www.oakehall.org.uk . A new website www.oakehall.org has been created using up to date software and it is not now necessary to visit the hall when updates are required. The annual hosting fee for the new site is considerably cheaper.	
Date of next meeting	26 January 2016 in the Pig and Whistle Lounge at 7.30	