

Minutes of Meeting of Oake and District Hall Management Committee Tuesday 20 September 2016

Attendees: Dave Sedgwick (DS) Kirsten Horton (KH) Rodney Wyatt (RW) Linda Lean (LL) Bryn Collins (BC) Phillipa Archer (PA), John Sharland (JS) Annie Barrett (AB) Brenda Snell (BS)

1. Apologies	Sue Earthrowl (SE) Hilary Weller (HW) Terri Bellamy (TB)	
2. Minutes of meeting 26 July 2016	These were approved and signed. <i>Proposed: PA Secoded: JS</i>	
3. Matters Arising	<ul style="list-style-type: none"> • The projector is available whenever the hall are ready to receive it. Purchase of a suitable screen for the lounge to be made. (carried forward from Jan 2016) • A very long drill will be required to enable the telephone extension to be made from the computer room to the foyer – Kevin Sharland to be asked to help (carried forward from March 2016) • The proposed date for refurbishment of the main hall floor is the weekend of 4 to 6 November 2016 • Enquiries to be made regarding the cost of two replacement benches for the area adjacent to the hall • No further approaches for advertising have been received from Harbour Publications. • The lounge and lobby floor carpet has been professionally cleaned 	<p style="text-align: right;">KH</p> <p style="text-align: right;">KH</p> <p style="text-align: right;">ALL</p>
4. Secretary Correspondence	<ul style="list-style-type: none"> • Included below 	
5. Booking Secretary's Report and Hirer Feedback	<ul style="list-style-type: none"> • It was proposed we do not accept any further regular weekly bookings for the moment. • Correct furniture storage to be drawn to hirers' attention. Parent and Toddler group to rationalise toys and make better use of shelves in store cupboard. School to be asked to put away mats more neatly • The wall lights in the lounge need attention – request from "Election Staff" • Claudia from Gymboree reported an electric plug on stage and two strip lights in the Green Room/Bar not working • A notice to be attached to kitchen door reminding hirers to ensure it is always locked at the end of a hiring. 	<p style="text-align: right;">AB</p> <p style="text-align: right;">HT/ others</p> <p style="text-align: right;">JS/DS</p> <p style="text-align: right;">JS/DS</p> <p style="text-align: right;">AB</p>
6. Treasurer's Report	<ul style="list-style-type: none"> • The balances remain healthy. • LSI who aid us with competitive energy contracts will be including water suppliers within their remit shortly. 	
8. Recent and Forthcoming Events	<ul style="list-style-type: none"> • Nothing to report 	
9. Play Area	<ul style="list-style-type: none"> • Oake Parish Council has offered £200 towards this, but no reply has been received to date from the Town Clerk at Ilminster who originated this proposed training (We were advised by the Parish Council that there could be "routine" play equipment inspection training aimed at people who undertake the weekly inspection of play equipment and would be run by The Play Inspection Company via Ilminster Council in September/October – with the possibility of financial help from the parish council. Two committee members expressed interest.) • It was agreed that the Play Inspection Company be asked to carry out the Annual Inspection this year 	<p style="text-align: right;">KH</p>
10. Building	<ul style="list-style-type: none"> • Quotes for redecorating the hall to be sought, ideally from a 	

maintenance	<p>company to ensure the task is completed as quickly as possible to take place during school holidays to avoid disruption to hirers.</p> <ul style="list-style-type: none"> • Fire Protection Systems had made a preliminary visit but need to have access to locked areas on follow up visit. Weekly checks and record keeping are required. • Duncan Stewart to be approached re PAT testing requirements • Hedge trimming is being arranged 	<p>ALL</p> <p>DS</p> <p>AB</p> <p>JS</p>
11. Any Other business	<ul style="list-style-type: none"> • None 	
Date of next meeting	22 November 2016 in the Pig and Whistle Lounge at 7.30	