

Minutes of Meeting of Oake and District Hall Management Committee Tuesday 26 January 2016

Attendees: Dave Sedgwick (DS) John Sharland (JS) Annie Barrett (AB) Phillipa Archer (PA) Sue Earthrowl (SE) Kirsten Horton (KH) Hilary Weller (HW) Terri Bellamy (TB) Rodney Wyatt (RW) Brenda Snell (BS) Linda Lean (LL) Bryn Collins (BC)

1. Apologies	None We welcomed new members to the hall committee. Jill Abercrombie has agreed to act as representative of the Wednesday Day Centre when circumstances allow.	
2. Minutes of meeting 24 November 2015	These were approved and signed. <i>Proposed SE Seconded PA</i>	
3. Matters Arising	<ul style="list-style-type: none"> • DJS Electrical have visited and confirmed that the electrical system/PAT testing is up to date • The offer of a projector will be pursued and advice sought regarding a suitable screen for the lounge to be installed above the hatch. 	AB KH
4. Secretary Correspondence	<ul style="list-style-type: none"> • Wiveliscombe & District Canine Society have confirmed their intention to install a steel container to the north of the hall out of public sight with the hall's agreement. • Erika Mackenzie has written to the committee expressing her concern regarding the damage to the grass areas caused by car drivers. It was agreed a letter be sent to her appreciating her concern and justifiable pride in maintaining the grounds in an attractive condition. We would also confirm that we request that she continue with her work for the hall through 2016. • Oake W I celebrated the 100 anniversary of the WI in England in 2015 and have asked the hall committee (as well as other local bodies) for ideas for a public installation they would fund. A 'stone' flower trough was suggested but no site suggested. 	KH HW/KH
5. Booking Secretary's Report and Hirer Feedback	<ul style="list-style-type: none"> • Slimming World are now hiring the hall from 4.30 to 9.30 each Thursday. There are no significant clashes during 2016. • Following much research into charges made by nearby/similar village halls, it was decided to adopt a much simplified scale of charges for Oake with no differentiation between local and non-local, from 31 January 2016. <i>Proposed JS Seconded TB</i> • It was agreed that a letter be sent to the hirers expressing our disappointment in their failure to leave the hall in an acceptable condition following their wedding celebration over the weekend 23/24 January. In view of the lack of hot water in the taps, it was decided not to levy of a fine for the additional cleaning required. • It was decided that a telephone land line should be available to regular hirers. An extension point could be sited in the foyer and a phone stored in an agreed place. • Lost property should be disposed of after three months. 	AB AB AB
6. Treasurer's Report	<ul style="list-style-type: none"> • PA reported little change in the bank balance. • The Business Rate Relief application form is ready to be submitted, pending a letter from our District Councillor Roger Habgood. 	SE

	<ul style="list-style-type: none"> It was agreed that a budget of £300 pa be set for one off advertisements for wedding promotions in the local press 	DS/AB
8. Recent and Forthcoming Events	<ul style="list-style-type: none"> The Plant Sale will be held 14 May 2016 – with setting up on the previous evening after 5.00pm The Fête will be on 9 July 2016 – a meeting with the school PTA will be arranged shortly. Contact has not been made with 10 Radio to date. 	AB
9. Incorporated Charity	The documentation from CCS will be studied, and a report brought to the next meeting.	KH/ SE/ PA
10. Play Area	<ul style="list-style-type: none"> The Annual report from the Play Inspection Company had been received. There were no serious defects but the printed report will be studied to decide what remedial works are necessary. It was agreed we contract the Play Inspection Company for their inspection in 2016. The Sand Dig will be on Saturday 16 April 2016 	JS/DS KH KH
12. Building maintenance	<ul style="list-style-type: none"> Spare parts should be delivered this week to remedy the hot water problem. A significant blockage caused by fat in the drain had been cleared recently. We were advised that no chemicals should be used to attempt to remove such blockages and that only high pressure water jet provided by 'professionals' be used. Some of the dark green metal arm chairs require repairs to the upholstery. It was agreed to purchase suitable fabric and try to improve their appearance. 	KH/SE
13. Computer Room and Website	<ul style="list-style-type: none"> The revised scale of charges should replace the current information on the Bookings page. It was agreed that no more regular bookings be taken during the week and this be added to the website. 	
Date of next meeting	22 March 2016 in the Pig and Whistle Lounge at 7.30	