

Minutes of Meeting of Oake and District Hall Management Committee Tuesday 26 July 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) Terri Bellamy (TB)

1. Apologies	Sue Earthrowl (SE) Brenda Snell (BS) Hilary Weller (HW)	
2. Minutes of meeting 24 May 2016	These were approved and signed. <i>Proposed: PA Secoded: BC</i>	
3. Matters Arising	<ul style="list-style-type: none"> • The offer of a projector will be pursued and advice sought regarding a suitable screen for the lounge to be installed above the hatch (carried forward from Jan 2016) • The telephone extension will be installed in the foyer linked to the telephone socket in the computer room. The instrument will be stored on the wall in the cleaning storeroom (carried forward from March 2016) • The BBQ which was donated to the hall proved unrepairable and has been disposed of. • The proposed date for refurbishment of the main hall floor is the weekend of 21 October 2016 • The scorch marks on the top of the benches will be investigated to see if the damage can be reduced. • An (paid) invoice for an (out of date) advertisement which appeared in the Western Times Today had been received by the treasurer. An email was sent to Harbour Publications challenging their method of operation. It was agreed instructions for advertising should only be taken from AB, KH or PA • The lounge and lobby floor carpet is to be professionally cleaned 	<p style="text-align: right;">KH</p> <p style="text-align: right;">KH</p> <p style="text-align: right;">KH</p> <p style="text-align: right;">BC</p> <p style="text-align: right;">DS</p>
4. Secretary Correspondence	<ul style="list-style-type: none"> • Letters of thanks had been sent to St Bartholomew's Church, Oake W I and the PTA of Oake Bradford and Nynehead School thanking them for their contribution towards the running of the fête. • Fire Protection Systems have been requested to maintain and upgrade the hall fire alarm and protection system. Rhino Fire Control have been advised that we have a new supplier. 	<p style="text-align: right;">KH</p> <p style="text-align: right;">KH</p>
5. Booking Secretary's Report and Hirer Feedback	<ul style="list-style-type: none"> • Following difficulties resulting from an 'overlapping' weekend booking, it was decided that <ol style="list-style-type: none"> 1. care should be taken in the future regarding the compatibility of adjoining bookings 2. the area from the west side of the hall across the recreation field to the warning pole (overhead cables/no kites) should be designated 'hall grounds' when a hall booking requested outside space, and the area beyond this be 'play area' space, unless otherwise decided. 3. A committee member could/should meet with both parties to discuss each party's requirements 4. overnight camping is not allowed in the recreation area – this should be added to the website. 5. all parties were thanked for their contribution to this matter. 	

	<ul style="list-style-type: none"> Oake W I wrote explaining that their meetings were being disrupted by loud voices in the kitchen, rattling kitchen shutters and shortage of suitable furniture in the lounge when Slimming World held their sessions. SW were asked to be mindful of the meeting in the lounge: it was discovered that a small adjustment to the door closing mechanism to the main hall resulted in less noise with the shutters: it was suggested that SW bolt open the doors from the hall into the green room which also reduced shutter noise: a sign is now available asking hall users to be quieter in the lobby in particular when a meeting is being held in the lounge. The lounge would also be arranged with furniture in place before SW arrive. 	
6. Treasurer's Report	<ul style="list-style-type: none"> The balances remain healthy. Mrs McMath is examining the annual accounts 	
8. Recent and Forthcoming Events	<ul style="list-style-type: none"> More than £2000 was raised at the fête – approximately £1100 will be available to hall funds pending the payment of various outstanding fête expenses. 	
9. Play Area	<ul style="list-style-type: none"> A most informative meeting was held with Josep Galicia, Open Spaces Technical Manager for Taunton Deane and Kevin Sharland at the play area to discuss a number of matters arising from the Play Inspection Company Annual report. Advice was given as to sources of spare parts and methods of reducing risk to users. It was recommended that the annual safety report be made available to our insurers to confirm they were satisfied with the condition of the play area. A verbal report was made to Oake Parish Council emphasising the responsibility the hall management committee felt both for the maintenance (the play area is now 6 years old and needs significant repairs) and safety of its users. 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 Illminster Council in September/October – with the possibility of financial help from the parish council. Two committee members expressed interest. In view of the significant number of play area users from outside Oake Parish, it was proposed that a donation 'box' be installed in the metal door of the barn, along with a sign advising that donations would be welcomed for the day to day upkeep of the play area, and that this was funded from Oake Village hall funds. 	<p>JS/KH</p> <p>KH</p> <p>KH</p> <p>TB/BC</p> <p>JS</p> <p>KH</p>
10. Building maintenance	Nothing to report	
11. Any Other business	<ul style="list-style-type: none"> It was agreed to increase the Trustees Indemnity from £100,000 to £1,000,000. Wood Insurance Services who arrange the hall insurance have quoted an additional premium for this of £148.48 A sign indicating Oake Village Hall should be installed by the mini roundabout. 	
Date of next meeting	20 September 2016 in the Pig and Whistle Lounge at 7.30 to include the Annual General Meeting	