

## Minutes of Meeting of Oake and District Hall Management Committee Tuesday 22 March 2016

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

1. Apologies	Phillipa Archer (PA), Hilary Weller (HW)	
2. Minutes of meeting 26 January 2016	These were approved and signed. <i>Proposed BS Seconded JS</i>	
3. Matters Arising	<ul style="list-style-type: none"> <li>• 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)</li> <li>• Following Oake WI's intention to mark the 100 anniversary of the WI in England within Oake Parish, the hall would liaise with the Parish Council and WI to mark the origins of Oake with a complementary item</li> <li>• The advertisement which has appeared in local magazines and wedding supplements is to be brought up to date</li> <li>• 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.</li> </ul>	<p style="text-align: right;">KH</p> <p style="text-align: right;">TB/KH</p> <p style="text-align: right;">AB</p> <p style="text-align: right;">KH</p>
4. Secretary Correspondence	<ul style="list-style-type: none"> <li>• The Parish Council have requested a report of the hall's activities to be presented at the Parish Council Annual General Meeting on 14 April 2016</li> </ul>	<p style="text-align: right;">KH/JS</p>
5. Booking Secretary's Report and Hirer Feedback	<ul style="list-style-type: none"> <li>• An enquiry had been received for a dog show at the hall – outside if the weather suited, otherwise inside. RW advised we confirm they are Kennel Club approved.</li> <li>• The shop committee proposed a street party to mark the Queen's birthday and requested use of the hall if an outdoor event was not possible due to the weather – they would be advised of available dates.</li> <li>• It was agreed that we would continue not to charge for shop committee meetings held at the hall.</li> <li>• Additional storage will be made available to Wilton Bridge Club for storage of refreshment items</li> <li>• The Booking Form requires an additional section for hirers to indicate the number of people attending each event.</li> </ul>	<p style="text-align: right;">DS</p> <p style="text-align: right;">AB</p>
6. Treasurer's Report	<ul style="list-style-type: none"> <li>• This was received by email. The annual interest of £412.08 had been received for the Virgin Money Account.</li> <li>• The balances remain healthy.</li> </ul>	
8. Recent and Forthcoming Events	<ul style="list-style-type: none"> <li>• The Plant Sale will be held 14 May 2016 – with setting up on the previous evening after 5.00pm. Forde Nursery wish to attend again – they will be reminded of the date.</li> <li>• The Fête will be on 9 July 2016 – Concern was expressed that no joint meeting had yet been held with the school PTA and the Village Hall.</li> <li>• Tone radio will be in attendance and provide public address.</li> </ul>	<p style="text-align: right;">KH</p> <p style="text-align: right;">AB</p>
9. Incorporated Charity	<ul style="list-style-type: none"> <li>• Any plans regarding changing the hall charitable status to an incorporated charity are shelved. The trustee with concerns</li> </ul>	

	<p>regarding possible liability will make private arrangements.</p> <ul style="list-style-type: none"> <li>The up to date THE ESSENTIAL TRUSTEE will be emailed to new committee members with a view to them becoming trustees in the near future.</li> </ul>	
10.Play Area	<ul style="list-style-type: none"> <li>Notes will be prepared for the school book bags advising of the sand dig on 16 April in time for the new term in April</li> <li>Local builders Merchants will be approached regarding sponsorship of the replacement play sand. Any donation would be publicly acknowledged.</li> <li>The annual bill of £447.52 for the weekly inspections of the play area equipment carried out by Taunton Deane on our behalf had been received</li> <li>Taunton Deane DLO will be contacted regarding gang mowing of the main field during 2016</li> <li>Various remedial work has been carried out within the play area following receipt of the annual inspection report</li> </ul>	<p>KH</p> <p>TB</p> <p>PA</p> <p>KH</p>
12.Building maintenance	<ul style="list-style-type: none"> <li>Fabric has been sourced for repairs to the dark green metal framed armchairs – a test run will be carried out to establish the methodology for the project.</li> <li>Fire Protection Systems of Barnstaple had visited the hall, and advised of their methods of working as regards servicing our fire safety system. A quote will follow shortly to be copied to all committee members.</li> <li>Mr Ryan of Courtship visited to quote for reconditioning the main hall floor. Concern was expressed regarding marks on the floor below the east facing windows. Suitable dates and whether the whole floor would need to be sanded to achieve a satisfactory result would be discussed with a view to carrying out this during the summer holidays. It was emphasised that Slimming World are contractually bound to honour their Thursday meeting 52 weeks a year so the work must not interfere with this booking.</li> <li>The hall alarm had been triggered several times recently at similar times– suggested that it could be the sun as it rose.</li> </ul>	<p>BC</p> <p>ALL</p> <p>KH</p>
13. Any Other business	<ul style="list-style-type: none"> <li>Hilary Weller has agreed to run the 100 Club from June 2016</li> <li>Brenda Snell has agreed to keep the First Aid supplies in the kitchen correctly stocked</li> <li>The work carried out by Penny Williams as editor of the Hall News was acknowledged. This and the distributors of the magazine will be included in the next Hall News.</li> </ul>	<p>KH</p>
Date of next meeting	22 May 2016 in the Pig and Whistle Lounge at 7.30	