

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

Attendees: John Sharland (JS), Kirsten Horton (KH) Linda Lean (LL) Bryn Collins (BC) Phillipa Archer (PA) Annie Barrett (AB) Brenda Snell (BS) Sue Earthrowl (SE)

1. Apologies	Hilary Weller (HW) Dave Sedgwick (DS)	
2. Minutes of meeting 20 Sept 2016	These were approved and signed. <i>Proposed: BC Seconded: LL</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) • The hole has been made through the wall from the computer room to the lobby for the phone extension (carried forward from March 2016) • Milverton Sawmills have quoted £125 for replacement benches • Courtship Floors to be booked for revarnishing main hall floor in 2018 	KH KH KH
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"> • A request for free use of the main hall for fundraising was rejected as the enquirer was from outside the parish. • Karen Turner has a regular booking on Thursday afternoon – the hall has not been left in a tidy condition (paint on floor, kitchen untidy, rubbish not removed), situation to be monitored. • No booking has been made for New Years Eve. 	
6. Treasurer's Report	<ul style="list-style-type: none"> • The balances remain healthy. • The new gas contract running from January 2017 is favourable – Previously 3.33p/kw, now 3.1454/kw. • The Charity Commission Return and Accounts have been submitted. • The application for a rate rebate requires a supporting letter from our district councillor, Mr D Habgood. 	
8. Recent and Forthcoming Events	<ul style="list-style-type: none"> • Nothing to report 	
9. Play Area	<ul style="list-style-type: none"> • An application to the Sunshine Fund administered by Somerset Community Foundation for £2000 towards Play Area Maintenance was successful. • Parsons Landscaping to be appointed to remove defective beams/replace new beams in climbing frame <i>Proposed: BC Seconded: SE</i> • The hedging contractor (does work for Mr Farleigh from Preston Bowyer) has done a very satisfactory job, as had Mr Branfield who tidied hedges at entrance to hall and in the 'bumps' area. Both should be employed in 2017 • The drain adjacent to the play area required unblocking during the recent heavy rain – a grid set back from the exit hole requires fitting • In view of the additional expenditure for Play Area maintenance in 2016, an honesty box will be fitted in the metal door into the old barn with a notice explaining that the facility is funded chiefly by the village hall and suggesting that satisfied visitors make a donation. • The dustbin previously adjacent to the mini roundabout to be 	KH JS BC/JS

	resited in the hall car park.	
10. Building maintenance	<ul style="list-style-type: none"> • A new electrician to be appointed – outstanding issues include PAT testing, defective wall light in lounge, strip lighting in cleaning cupboard and bar, and external light(s). • Fire Protection Systems have supplied a log book – when they visit the hall next, guidance to be sort as to required record keeping. • Two quotes for hall redecoration have been received. Materials are not included. It is to be decided whether the upper parts of the hall require redecoration. A third quote to be sort in view of the size of this project. 	KH DS
11. Website	The hall website address to be corrected in the next Hall News.	
12. Any Other business	<ul style="list-style-type: none"> • None 	
Date of next meeting	24 January 2017 in the Pig and Whistle Lounge at 7.30	