

**Minutes of Meeting of Oake and District Hall Management Committee
Tuesday 25 July 2017**

Attendees: Hilary Weller (HW) Linda Lean (LL)) Phillipa Archer (PA) Rodney Wyatt(RW) Bryn Collins (BC) Terri Bellamy (TB) Kirsten Horton (KH)

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| 1.Apologies | Brenda Snell (BS) Annie Barrett (AB) John Sharland (JS) Sue Earthrowl (SE) | |
| 2.Minutes of meeting 30 May 2017 | These were approved and signed. <i>Proposed LL Seconded PA</i> | |
| 3.Matters Arising | <ul style="list-style-type: none"> • Hilary Weller is now our official licensee. AB to advise HW when a new hall booking including a bar to be run by the hall committee is made, and to indicate on the weekly booking sheets which private bookings are also serving alcohol. • The bar would be restocked according to the wishes of the hirer. Cotleigh Brewery are able to offer beer on draught and other items on sale or return. • When alcohol is served, the hirer should advise who is the person within the booking responsible for alcohol. | AB |
| 4. Secretary's Correspondence | <ul style="list-style-type: none"> • Mr D Winter, the son of Doris Winter advised the family would be delighted to have a plaque in her memory fitted to one of the new picnic tables.. | KH |
| 5.Booking Secretary's Report and Hirer Feedback | <ul style="list-style-type: none"> • It was agreed by email that the Parish Plan meetings may be held once a month in the Pig and Whistle Lounge free of charge for up to one year, after which this would be reviewed. • The committee were advised that a hirer had approached Wilton Bridge Club directly and asked them to cancel their Friday afternoon Bridge Session to give the hirer more time to prepare for her wedding reception later that day. AB was advised by the Bridge Club that they had acceded to her request. The committee felt that the this hirer should at least pay the charge which would have been made to the Bridge Club, and possibly make a donation to their charity of the year, the MRI scanner at Musgrove Hospital • Hirers are to be asked to clear up as quietly as possible when there is another meeting going on in the hall. Both the parish council and WI have had their meetings interrupted as Slimming World finished their session while their meetings were still in progress. Our NOISE POLICY to be amended to include this - and to be sent with AGM 2017 notifications to all hirers. • Weekend hirers have failed to stack the chairs as requested blocking the gangway and access to the Parent and Toddler Cupboard. Additional notices will be pasted onto the cupboard and the carpet marked to indicate the gangway be kept clear | AB KH |
| 6.Treasurer's Report | <ul style="list-style-type: none"> • An examiner has been found for the year end accounts • Total balances exceed £51,000. • The annual insurance premium has been paid recently following committee agreement by email - a three year contract has been taken out • The PRS/PPL 2017 bill is £804.43 | PA |

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| | <ul style="list-style-type: none"> The hall proceeds from the Village Fete was just over £600. | |
| 8. Recent and Forthcoming Events | <ul style="list-style-type: none"> Notes/letters of thanks for a successful fete have been sent to Suzy and Graham Hake (fete organisers), the WI (refreshments) and Mrs Harrison for use of her field for parking. <p>The date for the fete 2018 is July 14 2018. It was proposed that additional small tables be put up in the main hall for WI teas in particular next year.</p> | |
| 9. Play Area and Recreation Field | <ul style="list-style-type: none"> Spare parts for the girospiral have been ordered from Proludic from their factory in France - the bearing and brake will be replaced. Mr Stokes emailed thanks for our consideration of work to be done to improve the goal mouth Rubicon reported their supplier of the large climbing frame timbers was no longer trading. The Committee requested a letter be sent to Rubicon stating the situation was unsatisfactory. As the equipment was purchased by Taunton Deane, advice to be sought as to how the committee deal with this. The old picnic tables are not fit for use and will be removed by a villager. | KH/JS KH |
| 10. Building maintenance | <ul style="list-style-type: none"> The carpet in the lounge and upholstered chairs to be professionally cleaned The electrical insect killer in the kitchen is not working. The boiler appeared not to be heating the water in the kitchen the 5 yearly Electrical Installation Condition Report has indicated no areas requiring attention - no bill has been received to date | KH JS |
| 13. Any Other business | <p>The shop committee is now dealing with the Parish Council, who are the custodial trustee, as regards using the old barn as an alternative shop site. A full report will be given at the EGM at the hall on 23 August 2017</p> | |
| Date of next meeting | <ul style="list-style-type: none"> AGM on 26 September 2017 in the Pig and Whistle Lounge at 7.00 followed by a committee meeting. | |