

**Minutes of Meeting of Oake and District Hall Management Committee
Tuesday 30 January 2018**

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

1.Apologies		
2.Minutes of meeting 28 November 2017	These were approved and signed. <i>Proposed: SE Secoded: TB</i>	
3.Matters Arising	<ul style="list-style-type: none"> ● Safeguarding Policy To be reviewed with Hallmark ● Hallmark Renewal SE informed the committee that the Hallmark was due for renewal and the application forms needed to be completed and sent off before the end of March. The committee agreed to the renewal and it was suggested that a small group of committee members meet to prepare the documentation. ● Heating It was found that the heating timers had been adjusted which was resulting in the hall being cold at times. The timer has been corrected and the heating is now fine again. ● MBH is due to carry out service ● Read only access to Bank account AB had asked if she could have read only rights to the bank account to enable her to keep track of booking payments made directly into the account. PA has investigated this with the bank but they are unwilling to allow this. PA is now checking the account regularly and emailing AB with details of any booking receipts. ● Toddler Group SE to check the register on a 6 monthly basis and ask for snacks to be eaten in the main hall 	SE KH/SE JS PA SE
4. Secretary's correspondence	<ul style="list-style-type: none"> ● Wiveliscombe Canine Club have confirmed that the Kennel Club Dog Show for 2018 will be at Slough, but they will be back at the Hall in 2019. 	
5. Booking Secretary's Report and Hirer Feedback	<ul style="list-style-type: none"> ● Beetle Drive – The School cancelled this event with no notice. ● Gymboree is ceasing from mid-February. ● Latin Dance class has cancelled. ● Enquiry received re a Craft Group – all day in Lounge. ● Bar required for booking on 17 February 2018. Enquire about choice of drinks required. Speak to Gaye re running bar. ● Need to review Terms and Conditions and booking contracts re music and drinking ending before mid-night. (Hallmark) 	HW/AB

	<ul style="list-style-type: none"> ● Hall Cleaning <ul style="list-style-type: none"> ● A regular slot will be made available for the cleaner on Monday mornings following the cancellation of Gymboree. ● Request received from the cleaner for a machine to clean the hard floors. A Neumatic machine has been recommended at £1,150 + vat. Could pursue a second-hand machine but need more information on machine warranty and how heavy the machine is to use. ● A new head for the vacuum cleaner has also been requested. ● Cleaner prefers to be paid by PAYE (22 hours per month) ● Lounge chairs are to be cleaned. Quote received of £95 for the job. ● Arrangements to be made to book out a time for the main hall to be re-varnished. ● Rubbish is still left by some hirers, despite instructions. 	<p>KH/SE</p> <p>SE</p> <p>SE</p> <p>KH</p>										
6. Treasurer's Report	<ul style="list-style-type: none"> ● Balances: <table style="margin-left: 20px;"> <tr> <td>C/A</td> <td style="text-align: right;">£12,812.82</td> </tr> <tr> <td>Cash in hand</td> <td style="text-align: right;">£89.70</td> </tr> <tr> <td>Virgin a/c</td> <td style="text-align: right;">£41,880.66</td> </tr> <tr> <td>Float</td> <td style="text-align: right;">£104.56</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£54,887.74</td> </tr> </table> ● Bill has now been received from the electrician for the 2017 electrical installation check. ● Set up a method for reminding when next checks are due. ● Suggested setting up a file with trade contact details and building repairs record book. 	C/A	£12,812.82	Cash in hand	£89.70	Virgin a/c	£41,880.66	Float	£104.56	Total	£54,887.74	<p>PA</p> <p>KH/JS</p>
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7. Recent and Forthcoming Events	<ul style="list-style-type: none"> ● Plant Sale on 12 May 2018 – Sue Davies will organise. ● Royal Wedding Party on 19 May 2018 <p>Suggestions made: Bouncy Castle. Royal cake competition. Royal crown & FA Cup competitions for children.</p> <ul style="list-style-type: none"> ● Fete on 14 July 2018 – approach the school and request that the Hall Committee are included in the planning meetings. Also approach the school and suggest someone from the school be a member on the Hall Management Committee. 	<p>KH</p>										

	<ul style="list-style-type: none"> ● Hall Birthday Party on 8 September 2018 <p>Suggestions made: Photo montage of the Hall Music/Live band A birthday cake Hog Roast with token payment (get quote) Ice Cream van Rolls & salads Look at old posters from 10th birthday Bar</p>	
8. Play Area and Recreation Field	<ul style="list-style-type: none"> ● Climbing Frame - KH has supplied Rubicon with limited paperwork received from Taunton Council, but still hasn't heard back from them whether it is sufficient for their requirements. 	KH
9. Building and Grounds Maintenance	<ul style="list-style-type: none"> ● Grounds – Pot holes Kevin will fill these. 	JS
10. Oake Shop and Post Office	<ul style="list-style-type: none"> ● Village shop meeting held with some of Hall Management Committee on 24 January 2018 - feedback given to committee members. <ul style="list-style-type: none"> ● The Shop committee are waiting on the Post Office decision and a meeting with the PO to take place on 6 February 2018. ● The Shop Committee will have funding to make the necessary building changes to incorporate the shop and post office into the Hall buildings. ● The Hall Committee will continue to liaise with the Shop Committee. ● Storage to be looked at during next Management meeting. 	
11. Hall News and Website	<ul style="list-style-type: none"> ● Updates to be made to the Hall website to incorporate Hallmark modifications and to reduce music volume and drinking time to 10.30pm. 	KH
Date of Next Meeting	<ul style="list-style-type: none"> ● 27 March 2018 in the Pig and Whistle at 7.00pm 	