

**Minutes of Meeting of Oake and District Hall Management Committee  
Tuesday 28 November 2017**

Attendees: Hilary Weller (HW) John Sharland (JS) Sue Earthrowl (SE) (Linda Lean (LL)  
Terri Bellamy (TB) Kirsten Horton (KH) Annie Barrett (AB) Bryn Collins (BC)

|   |   |   |
|---|---|---|
| 1.Apologies                                     | Phillipa Archer (PA) Fern Dunn (FD)   |   |
| 2.Minutes of meeting 28 November 2017           | These were approved and signed.<br><i>Proposed: LL Seconded: TB</i>   |   |
| 3.Matters Arising                               | <ul style="list-style-type: none"> <li>● Responsibilities as per Health &amp; Safety Policy 2017: <ul style="list-style-type: none"> <li>First Aid TB</li> <li>Accident Reports AB</li> <li>Fire Precautions &amp; checks LL &amp; KH</li> <li>Hazardous substances KH &amp; cleaner</li> <li>Risk assessments SE</li> <li>Information to Contractors JS</li> <li>Information to hirers AB</li> <li>Insurance PA</li> </ul> </li> <li>● Safeguarding Policy<br/>SE to approach Suzy Hake for guidance</li> </ul>  | <p>AB</p> <p>SE</p>   |
| 4. Secretary's Correspondence                   | <ul style="list-style-type: none"> <li>● Correspondence received from Wiveliscombe Canine Club regarding booking for Kennel Club Dog Show 2018, and various kitchen issues have been addressed.</li> </ul>  |   |
| 5.Booking Secretary's Report and Hirer Feedback | <ul style="list-style-type: none"> <li>● Gymboree and Pilates (Monday bookings) had reported the hall was cold. The date of the most recent service for the heating system to be checked to confirm it is running correctly.</li> <li>● A marked box for LOST PROPERTY to be kept in the cleaner's cupboard</li> <li>● All outstanding payments have now been cleared</li> <li>● A new style of entry keys have been purchased, hoping they are more durable than the current credit card style.</li> <li>● View only access to bank account by booking's secretary being investigated to improve financial information exchange between AB &amp; PA</li> <li>● The large scissor sweeper to be marked to encourage hirers to sweep main hall floor and brush off the dirt afterwards</li> <li>● The Toddler group now has a new leader and has been advised that a weekly register of attenders should be kept for health and safety purposes.</li> <li>● Oake Friendship Group (Wednesday 10.00 to 15.00) needs volunteers to help wash up, serve food, provide companionship etc - advertise in the shop, newsletter etc</li> <li>● Appointed committee members to check hall between bookings particularly at the weekend.</li> <li>● Bar stock take to be made, and out of date items to be removed</li> </ul> | <p>PA</p> <p>AB</p> <p>PA</p> <p>KH</p> <p>SE</p> <p>AB</p> <p>HW</p> |
| 6.Treasurer's Report                            | <ul style="list-style-type: none"> <li>● Total balances exceed £56,000.<br/>"Bookings seem to be going strong, indicated by increased balances since last meeting"</li> <li>● The new cleaner will work on a self-employed basis - an increased hourly rate was agreed in view of there being no</li> </ul>   |   |

|                                   |   |                    |
|-----------------------------------|---|--------------------|
|                                   | holiday pay.  |                    |
| 8. Recent and Forthcoming Events  | <ul style="list-style-type: none"> <li>• The Plant Sale will be on 12 May 2018</li> <li>• The forthcoming royal wedding in May would be marked by a gathering at the hall - a bring and share at a time suitable for all family members was suggested, dependent upon the day of the week.</li> <li>• A village social event to mark the hall's 15th birthday was suggested for 2018 (8 September 2018) - possibly a hog roast</li> </ul>   |                    |
| 9. Play Area and Recreation Field | <ul style="list-style-type: none"> <li>• Following receipt of initial quotations for the replacement of the non-vertical timbers on the climbing frame, it was agreed that Rubicon would be asked to supply the replacement timber direct to the hall, and we would appoint our own contractor to carry out the work. A further request for the original job card would be made to aid this project</li> <li>• The weekly inspection from Taunton Deane had identified some decay in the decking adjacent to the bridge and slide. This has been made good at a cost of £998.</li> <li>• It was agreed to ask the play Inspection Company to carry out their regular annual inspection</li> </ul> | KH/HW<br><br>KH    |
| 10. Building maintenance          | <ul style="list-style-type: none"> <li>• Wall tiles in the gents' toilet will be refixed during the quiet period after Christmas</li> <li>• The electrician is aware that several external lights need attention.</li> <li>• It was agreed to purchase new LED exterior Christmas lights</li> <li>• The Christmas tree will be put up shortly</li> </ul>  | JS<br><br>BC<br>KH |
| 11. Shop                          | <ul style="list-style-type: none"> <li>• The hall committee continue to support the shop committee in their plans for the future, and ask to be updated regularly with progress</li> <li>• The hall committee would investigate the installation of solar panels on the south facing roof, should the new shop be situated adjoining the village hall</li> <li>• Enquiries were made as to a village defibrillator which could be installed at the hall, should the shop be situated adjoining the village hall</li> </ul>  | BC<br>FD           |
| 12. Any Other business            | <ul style="list-style-type: none"> <li>• There is a possible new editor for Oake Community News in the new year, but the Winter edition will be prepared by the secretary.</li> </ul>   | KH                 |
| Date of next meeting              | <ul style="list-style-type: none"> <li>• <b>30 January 2018 in the Pig and Whistle Lounge at 7.00 NB earlier time</b></li> </ul>  |                    |