

**Minutes of Meeting of Oake and District Hall Management Committee  
Tuesday 27 March 2018**

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

1. Apologies		
2. Minutes of meeting 30 January 2018	<p>These were approved and signed.</p> <p><i>Proposed: SE Secoded: JS</i></p>	
3. Matters Arising	<ul style="list-style-type: none"> <li>● Preparation for Hallmark Assessment A delay has been requested and arranged in submitting the renewal application forms. This is to allow for the Hall Website to be updated and improved. Another small committee meeting will be held on Monday 23 April at 10am at the Hall to complete the tasks.</li> <li>● Heating AB suggested whether there could be a remote thermostat for the heating system possibly working from a smart phone. AB will look into this.</li> <li>● MBH Service. The service has been completed but PA will call them to chase up the bill and paperwork.</li> <li>● Toddler Group The register has been completed and SE has checked it and will continue to do so on a 6 monthly basis. The group has £200 to bank. SE also broached the problem with crumbs being left on the floor and chairs. It has been suggested that they purchase some floor covering for the Toddler Group to use, which will collect crumbs. Suggested that the Group's rental be reviewed.</li> <li>● Hall cleaning including chairs The green fabric covered chairs have been satisfactorily cleaned and the bill for £95 has been received for payment. Due to ill health the hall cleaner is unable to work. AB and SE will look into a local cleaning company to come in and undertake the hall cleaning.</li> <li>● Floor Cleaner – SE reported that the second hand floor cleaner had been sold and there were no machines available at present. Suggestion that a demo is given at the Hall with details of warranty/guarantee. The machine is very heavy to use so may not be suitable.</li> </ul>	<p>HW/SE/KH</p> <p>AB</p> <p>PA</p> <p>SE</p> <p>AB</p> <p>SE/AB</p>
4. Secretary's correspondence	<ul style="list-style-type: none"> <li>● Nothing to report.</li> <li>● Any dogs bought on to the site (including the Canine Club) should be on a lead.</li> </ul>	

5. Booking Secretary's Report and Hirer Feedback	<ul style="list-style-type: none"> <li>● The family wishing to book the Hall for a family party on 18 June 2018 have agreed to pay a deposit of £200 and it was agreed that the party could go ahead.</li> <li>● AB welcomed the idea of a dedicated mobile phone for Hall bookings which would be paid for from Hall funds. LL researched and found an attractive offer with Tesco Mobile at £12.50pm for a 2yr contract which included a LG K8 Smart Phone. AB will order the phone in her name and include the costs in her monthly invoicing to the Hall.</li> <li>● The booking Terms and Conditions are to be amended re music and drinking ending before mid-night and to incorporate the Hall's new email address and new telephone (mobile) number.</li> </ul>	AB  KH										
6. Treasurer's Report	<ul style="list-style-type: none"> <li>● Balances:</li> <table style="margin-left: 20px; border: none;"> <tr> <td>C/A</td> <td style="text-align: right;">£15,427.23</td> </tr> <tr> <td>Cash in hand</td> <td style="text-align: right;">£56.20</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;">£193.89</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£57,557.98</td> </tr> </table> <li>● Rates – We have no liability for rates again this year.</li> </ul>	C/A	£15,427.23	Cash in hand	£56.20	Virgin a/c	£41,880.66	Float	£193.89	Total	£57,557.98	
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7. Licensing Matters	<ul style="list-style-type: none"> <li>● Bars in future were discussed.</li> <li>● Some of beer stock will soon be out of date.</li> </ul>											
8. Recent and Forthcoming Events	<ul style="list-style-type: none"> <li>● Plant Sale on 12 May 2018 – Sue Davies will organise. Check that Ford Nursery has been booked.</li> <li>● Royal Wedding Party on 19 May 2018 <ul style="list-style-type: none"> <li>- Enquiries made have found the Ice Cream van to be expensive.</li> <li>- Competitions and games to be arranged - email 2 parents re organising this.</li> </ul> </li> <li>● Fete on 14 July 2018 <ul style="list-style-type: none"> <li>- Awaiting response from Suzy Hake re planning.</li> </ul> </li> <li>● Hall Birthday Party on 8 September 2018 <ul style="list-style-type: none"> <li>- A budget of £500 set.</li> <li>(Proposed: JS Secoded: LL)</li> <li>- Tickets to be sold (say £5 per person and primary age children free).</li> <li>- Pig Roast (cost approx. £250)</li> </ul> </li> <li>Contact butchers at Petherton and Morrish for quotes</li> <li>- Look into hiring a band (cost approx. £250)</li> <li>● New Gazebo required as one is broken</li> <li>● Out door speakers</li> </ul> <p>AB will look into costings of the above two items.</p>	AB/KH										
9. Play Area and Recreation Field	<ul style="list-style-type: none"> <li>● KH had tried calling Mrs Phillips of Rubicon on the day of this meeting but had no response. SE will pursue.</li> <li>● Proposed Skatepark – A presentation from Rubin Bedford</li> </ul>	SE										

	has been received by HW for a small skateboard circuit in the Hall grounds. Reply to be sent that the committee are impressed with the presentation, however, they are unable to support the project financially and they have concerns over issues of safety, long term maintenance and the close proximity of the surrounding houses and the possible impact it would have on the local residents. The committee suggest Rubin should contact Debbie Ascott of Taunton Deane Open Spaces.	KH
10. Building and Grounds Maintenance	<ul style="list-style-type: none"> <li>● Gate post by barn needs replacing.</li> <li>● Leak in disabled toilet.</li> <li>● Door closure defective (door from hall into bar).</li> <li>● Fridge freezer in green room defective and may need replacing. To be swopped over with hall's other fridge freezer but door may need turning.</li> <li>● Wine cooler no longer needed.</li> <li>● Book to be kept for building maintenance.</li> </ul>	JS  KH
11. Oake Shop and Post Office	<ul style="list-style-type: none"> <li>● The shop has been given contract by the Post Office.</li> <li>● The shop committee are proposing not to include a toilet in the new shop – point for discussion.</li> <li>● Seek advice from Community Council re shop and hall working together.</li> </ul>	
12. Hall News and Website	<ul style="list-style-type: none"> <li>● Updates to be made to the Hall website to incorporate Hallmark modifications and to reduce music volume and drinking time to 10.30pm.</li> </ul>	KH
13. Date of Next Meeting	<ul style="list-style-type: none"> <li>● <b>29 May 2018 in the Pig and Whistle at 7.00pm</b></li> </ul>	