

# OTTERHAMPTON VILLAGE HALL

## REGISTERED AS A CHARITY

No 304605

Minutes of Meeting Held 10<sup>th</sup> April 2013

### **Present:-**

A Rowley. S Barton. J Marriott. M Ford. E Marriott. D Davie. M Lloyd-Williams. L Bunniss

### **Apologies:-**

T Gardener. H Jowett. S Ayley. L Sidebotham

### **Minutes of last meeting:-**

Minutes from previous meeting on 13<sup>th</sup> March agreed and signed.

### **Matters arising:-**

#### **Fund Raising:-**

It was agreed to change the Tea Dance date to 20<sup>th</sup> April, from 4.30pm to 7pm. Entrance tickets to be sold at the door £3.00, which include tea and cakes and a raffle ticket. Bar will be open from 3.45 onwards. Lynn has volunteered to organize advertising.

The revised date for the Quantock Theatre Music Group is 14<sup>th</sup> June; Lynn will add this to the above advertisement along with the date of the AGM.

#### **Cleaners Job Description:-**

Once completed Audrey will email to all for final check.

#### **Entrance Hall Door Mat:-**

A new door mat has been purchased and is now in place.

#### **Kitchen/Ladies /Mens /Disabled Toilet Hand Wash Hot Water:-**

Two quotes have been obtained from John Leek, one for a 9 kw water heater with a two year warranty at a cost of £449.75 for purchase and installation and the other quote is for a 12 kw heater £516.00 with a 1 year warranty, again for purchase and installation.

It was agreed to go with the 9 kw heater, proposed by Marcus and seconded by Sue Barton. John Marriott will arrange.

#### **Kitchen Review:-**

Presented by Maureen, we agreed to laminate "The Essentials of Food Hygiene Guidelines" and put up in kitchen; John will put up the paper towel dispenser by hand wash sink and a safety poster to be found covering hot surfaces and knives.

It was agreed to look at the cost of a new urn with stand that could be positioned away from the microwave and crockery cupboard.

#### **Risk Assessments:-**

All agreed that the Health and Safety Risk Assessment is fine to put into operation.

It was agreed to create a Health and Safety Policy, Elizabeth agreed to complete a draft.

The first draft of the Fire Risk Assessment was emailed to all committee.

Audrey has volunteered to create a relevant COSHH sheet and email too all, when agreed a laminated copy to be placed in the cleaners cupboard and copy in the Health and Safety folder.

Putting the Risk Assessments on the village web site was discussed.

#### **A.G.M:-**

It was agreed that the trustees would email John with any items they feel should be included in the Trustees Report before the next meeting.

It was agreed to hold the AGM on Saturday 18<sup>th</sup> May at 11am and have the Hall open until 12 noon with the preliminary hall plans on view with post it notes for comments.

A letter has been agreed for regular User Groups for the appointment of a representative, to go out prior to the AGM.

#### **Treasurers Report:-**

Accounts were submitted showing a balance of £7,447.04 to 28<sup>th</sup> February 2013.

**Post Received:-**

Renewed PPL/PRS.  
Waste transfer note.  
Parish Council.

**Any Other Business:-**

One of the user groups has requested another cooking tray for the kitchen, it was suggested and agreed that we purchase two, Elizabeth will purchase.  
It was suggested and agreed by the committee that we apply for Hallmark one and two in May this year.  
It was agreed that the current Hall insurance should be emailed to all the committee, Elizabeth will email.  
We have received a letter from the Parish Council with a possible view to placing the Parish Defibrillator on the Village Hall wall.

**Hall Repairs:-**

The branches of a tree belonging to the Village Hall neighbours are resting on the Hall roof. It was agreed ask permission from the neighbours, so that we can arrange for a tree surgeon to have the branches pruned. John volunteered to arrange.

**Meeting closed at 9.35pm**

**Date of Next Meeting:- Wednesday 8<sup>th</sup> May 2013 at 7.30pm**

**To discuss the AGM only.**

Signed by John Marriott, Chairperson.....

Date.....