

OTTERHAMPTON VILLAGE HALL

REGISTERED AS A CHARITY

No 304605

Actioned By

Minutes of Meeting Held 11th March 2015

Present:-

S Barton. A Rowley. E Marriott. A Austin. H Jowett. M Ford. L Sidebotham

Apologies:-

D Davie. T Gardener. D Lavis

Matters arising:-

1. E Cigarettes – An information document was emailed to the committee by Amber and it was agreed to forward this information to all the user group representatives for comment before the next meeting.

SB

Points outstanding from previous meetings:-

1. Notice board - Decide size and site.
3. Mixed Craft Group storage cupboard – Cupboard needs to be cleared of Chat and Chill games and stored for any future youth group.
4. Clear wood from under right hand under stage store.
5. Clear metal cupboard and old filing cabinets from committee room ready for shredding.
6. Cost to be found for onsite shredding once the committee room has been cleared of old documents.
7. Replacement Main Hall Curtains – A decision has yet to be made about window curtains, either have non, replace with the current window curtains which would require cleaning and fire roofing or to replace with new. Di volunteered to get a cost for replacement curtains.
8. Picture Rail - Andrew Thorne to be contacted to purchase and erect 4inch picture rail around hall just above door architrave and re adjust fire door closure in hall which current doesn't close properly.

ALL

SB/AR

DD

SB

AR

DD

AR

Treasurers Report:-

Treasurers reports submitted showing a balance of £7,202.23 to 11th March 2015.

Patrick requested that all user groups currently paying per session equate back to and are invoiced on an hourly rate which is £5 per hour apart from OPRA who would equate back to £7 per hour. It was agreed by all to charge them £5 per hour in line with the others and write to them to confirm this. The outstanding debt from private booking in September 2013 of £44 has been removed as agreed by the committee at last month's meeting. There are two other outstanding invoices greater than 3 months and Patrick will send a statement.

EM

It has been agreed that the Parish Council will make a one off payment of £400 in their next financial year and make a one off payment this financial year to cover any remaining monies to the total of £400.

Health & Safety:-

1. Fire extinguisher by main hall fire exit requires replacing to wall after removal for damp wall works.
2. Ladder - Price of replacement large ladder to be found.

SB

Correspondence:-

Phone call from SDC with Hygiene Rating of 5.

Parish Council

CCS Membership Confirmed and certificate arrives in April

Email from QMTC re booking date

OTTERHAMPTON VILLAGE HALL

REGISTERED AS A CHARITY

No 304605

Actioned By

Any Other Business:-

Dog Signs - It was agreed to replace the "No dogs aloud except guide dogs" sign on the wall under the stairs post decorating with a small sign on the entrance hall notice board.

AGM - Date agreed is 20th May, time to be decided.

AGM - User Group letters to be sent out.

Asbestos - It was agreed that an asbestos survey needs to be carried out.

Double Glazing Main Hall - It was agreed to look at getting a grant for replacing the main hall windows with double glazing windows. Grants for All may be a possibility for a grant, Audrey will investigate.

Boiler - Serviced on 3rd March.

Evacuation Procedure and Plan - To be replaced in main hall after decoration.

Four safety lights - Require replacing after the last check. It was agreed to use Steve Norris electrician from Cannington.

It was noted that paint has been damaged in the main hall after a private booking, they had been requested not to hang anything on the newly painted walls. Sue will write and bring it to their attention.

AA

AR

AA

AA

SB

Items for Next Meeting:

1. OPPT Meeting Feedback.

Meeting closed: 9.40pm

Next Meeting: 8th April 2015 at 7.30pm

Chairperson:- Sue Barton

Signed by Chairperson.....

Date.....