

# OTTERHAMPTON VILLAGE HALL

## REGISTERED AS A CHARITY

No 304605

### Minutes of Meeting Held 11<sup>th</sup> Sept 2013

#### **Present:-**

A Rowley. J Marriott. E Marriott. S Ayley, S Barton. D Turnbull. L Sidebotham.  
M Ford. L Carter. T Gardener. J Bailey. A Austin. H Jowett.

#### **Apologies:-**

M Lloyd-Williams. L Browning. D Davie.

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

Minutes from the meeting 10<sup>th</sup> July 2013 were approved and signed by John Marriott as Chairperson.

#### **Matters arising:-**

**Secretary:** Elizabeth and Audrey Rowley agreed to job share, Audrey to take over the minutes as from the September the 11<sup>th</sup> meeting with help from Elizabeth when required, Elizabeth to carry on with all other secretarial jobs.

**Treasurer:** Lynn Carter took over from Tina Gardener on August the 16<sup>th</sup>, out thanks were given to Tina for her hard work over the last few years.

**Hallmark :-** Received official confirmation that we have been awarded Hallmark 1 and 2, well done to all.

1, Finance policy required, Lynne Carter will provide a draft document for discussion at the next meeting.

2, Hiring Policy required, Elizabeth will provide a draft.

3, Cleaner: It was agreed by all that the cleaner will be requested to invoice for cleaning.

Lynn and John volunteered to speak to the cleaner on the above. Proposed by Marcus Ford seconded by Sue Barton.

4, Fly posting to be added to Condition of Hire as suggested by the CCS at the Hallmark assessment.

5, New accident book to be purchased as suggested by CCS.

**Insurance Documents :-** A copy to be supplied to each Committee member along with a copy of the Charity Commission document, The Essential Trustee.

**Fundraising:-** The sub-committee presented a busy programme of fundraising events for the next few months.

**Charity Commission Document :-** Has been updated on line to include new members, current user groups were also updated.

**Skittle Alley :-** Concrete area logged as a risk on the Health Risk assessment sheet, will be removed at a later date when work has been complete, John volunteered to contact local builders to obtain more quotes, one quote of £280 already received.

**Damp Wall :-** Committee agreed for a survey to be carried out to confirm the cause of the damp wall in the main hall, cost approx. £150.00, John will action.

**Grant Application:-** A grant application has been sent to Sedgemoor District Council requesting funding towards rectifying the damp wall.

#### **Treasurers Report:**

Accounts were submitted showing a balance of £5,727.33 as at 31<sup>st</sup> August 2013, some receipts not banked and the bank statement not received in time for the meeting.

#### **Any Other Business:**

Cost of new skittles previously agreed by committee members via email at a cost of £390.0 cost to be split between hall and social club was agreed by all.

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Skittle Alley needs to be refurbished before April to allow time for the League to be made aware of our upgraded facilities.

Pat Testing to be arranged at a cost of approx £50 as agreed in the meeting, proposed by Marcus Ford and seconded by Amber Austin,

Volunteers required to attend the CCS networking event on 17<sup>th</sup> October, contact Elizabeth if you wish to go, places for two available.

**Post Received:**

None

**Items for Next Meeting:**

- Halloween event
- Skittle Alley concrete replacement
- Refurbishment

**Meeting closed at 9.50pm**

**Date of Next Meeting: - Wednesday 9<sup>th</sup> October 2013 at 7.30pm**

Signed by Chairperson.....

**Date.....**