

OTTERHAMPTON VILLAGE HALL

REGISTERED AS A CHARITY

No 304605

Minutes of Meeting Held 12th February 2014

Present:-

**T Gardener. S Barton. E Marriott. J Marriott. A Austin. R Guard..M Lloyd-Williams. D Simcox.
A Rowley. D Davey. L Carter. D Turnball.**

Apologies:-

L Sidebotham. M Ford.

Minutes of last meeting:-

Minutes from the meeting 12th January 2014 were approved and signed by M Lloyd-Williams as Chairperson.

Matters arising:-

- 1, Key Holder Agreement and Key Holder form adopted by committee and a charge of £25.00 if keys are lost by hirer agreed.
- 2, Caution Signs to be placed in Men's Toilets to advise of Slip hazard, Dave volunteered to monitor.
- 3, New Light fittings to be bought to replace some hall lights which have become unsafe also new light shades to replace the paper shades in the main hall, shades for the Men's and Ladies Toilets + back of Stage storage area, maximum spend of £300.00 agreed. Light shades type to be approved by Committee.
- 4, It was suggested that the locks should be changed on Bar and Cellar Doors of Harbour View as it is unclear how many keys are held by previous key holders.
- 5, Hiring procedure policy reviewed and discussed final draft to be emailed to committee before next meeting ready for adoption.
- 6, Bowls Club agreed to hire rate increase as proposed at last meeting effective from 1st March.
- 7, Rob Guard provided Information for a contact from Diocesan Office, Wells, ref possibility of applying for a grant.
- 8, Quote from TalkTalk for Broad band received at a cost of £18.50 plus VAT and calls per month. It was agreed by all to proceed, Proposed by D Davey 2nd by Tina.
- 9, TV Licence, it has been confirmed that a normal licence is required for Harbour View should they go ahead with a tv.

Points outstanding from previous meetings:-

- a, Architect Quote, Survey and current status to be communicated by a Flyer content to be decided.
- b, Amber Austin to produce the Kitchen Inventory.
- c, Update from Sedgemoor district council expected Feb 2014.

Health & Safety:- Steps to be removed from cupboard on Left hand side of stage to allow easier storage of tables, if suitable will be used replace worn steps on Right hand side of stage.

Treasurers Report:

Treasurers Report Submitted account balance stands at £6,672.36 plus £104.31 market petty cash.

Any Other Business:

The committee gave their wholehearted congratulations to the new committee of Harbour View social club for the success they have made in regenerating the club. Proposed by John and 2nd by Sue.

The late arrival for completed hiring agreements was discussed and it was agreed to amend the attached letter for private bookings outside the parish to include "the booking will be confirmed on receipt of the completed hiring agreement" Proposed by John and 2nd by Debbie.

It was mentioned that we may be able to acquire a piano for the hall at a cost of £35, it was agreed to go ahead if the piano is in reasonable shape as tuning is fairly expensive. Proposed by Elizabeth 2nd by Debbie.

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It was agreed by the committee to accept the invoice amount of £6.00 per week from Dave Simcox, who has taken over from Sue Ayley in setting up for the Wednesday Doctors Surgery in the Hall. Proposed Elizabeth 2nd Sue.

Post Received: Non

Items for Next Meeting:

Ball play in the Hall.

Meeting closed at 9.40pm

Date of Next Meeting: - Wednesday 12th March 2014 at 7.30pm

Chair Person M Lloyd-Williams

Signed by Chairperson.....

Date.....