

OTTERHAMPTON VILLAGE HALL

REGISTERED AS A CHARITY

No 304605

Minutes of Meeting Held 12th June 2013

Present:-

A Rowley. J Marriott. E Marriott. M Lloyd-Williams. S Ayley. L Browning. D Turnbull. M Ford. H Jacobson. D Davie

Apologies:-

L Bunniss. S Barton. T Gardener. J Bailey. A Austin. H Jowett. L Sidebotham.

Minutes of last meeting:-

Minutes from meetings 10th April and 8th May were approved and signed by John Marriott as Chairperson.

Matters arising:

Election of Officers:

It was agreed by all present that the election of officers would be postponed until our next meeting as we had a number of apologies.

Fundraising:

Setting up for the Quantock Theatre Music Group joint fundraising event was discussed and it was agreed to meet at 6.30pm on the day to set out chairs, bar has been arranged to open at 7pm.

Risk Assessments:

Final Health and Safety Policy, Fire Evacuation Procedure and Fire Risk Assessment were agreed by all. Proposed by Audrey and Seconded by Sue. Harry will make a final check of the final Fire Risk Assessment.

Tree Trimming:

The quote from Jim Doble for having the tree lopped, which is resting on the hall roof, was £120.00.

It was agreed to go ahead, proposed by Marcus and seconded by Sue. John will liaise with Jim and the hall neighbours who own the land.

Cleaners Job Description:

Cleaner's job description is complete and only requires laminating. Audrey will email to Elizabeth to be laminated.

Treasurers Report:

None submitted.

Any Other Business:

Pat testing still to be arranged.

It was agreed to have a working charity commission document and bring the current details up to date.

It was suggested and agreed by all to put the village hall minutes on the web site and in a notice board outside the village hall, once purchased. John volunteered to find out notice board costs.

It was agreed to put fundraising on the next agenda.

It was agreed by all to refresh the current 'Whats on' for the hall notice board and also place in the hall window and to include Di with her phone number, as contact for bookings. Elizabeth volunteered to create a new list and liaise with Di.

It was agreed to take down the upstairs net curtains at the front of the hall, wash and replace, John volunteered.

Marcus and Elizabeth volunteered to go through all the old minutes and file the last six years, keeping anything of particular interest.

Sedgemoor Fire Prevention carried out the annual Fire Equipment check. It was agreed that we would get a quote from Ball Fire Prevention next year as Sedgemoor are becoming quite expensive. It was suggested that a letter should be

sent to all user groups to inform them that we had to replace an extinguisher in the main hall, at a cost of £89.95, which had been tampered with and partially discharged.

Post Received:

Letter from Cannington Health Centre re village hall keys.

Meeting closed at 9.10pm

Date of Next Meeting: - Wednesday 10th July 2013 at 7.30pm

Signed by John Marriott, Chairperson.....

Date.....