

OTTERHAMPTON VILLAGE HALL

REGISTERED AS A CHARITY

No 304605

Actioned By

Minutes of Meeting Held 14th January 2015

Present:-

**S Barton. A Rowley. D Davie. S Jacobs. T Gardener. D Turnbull. M Ford. H Jowett.
D Lavis. D Simcox. A Austin. L Sidebotham**

Apologies:-

E Marriott.

Matters arising:-

1. Internal Damp Wall Work Andy Turnbull has quoted £100.00 to take down remainder of wall lighting wood and fire alarm cable to be encased behind cable cover already purchased, all agreed to quote. Elizabeth will co ordinate. **EM**
2. Main Hall decoration almost complete all agreed to have the Plumber Glyn Andrews replace the two radiators on 26th January and Andrew Thorne, builder to replace skirting on repaired damp wall **EM**
EM
3. Awaiting Feedback from Ian Collier, Architect re revised refurbishment plans.
4. Treasurers Replacement – Patrick Stevens is taking over from Lynn Carter, date to be arranged. His letter of interest was emailed to all committee. He will not be a Trustee at this point in time but will attend meetings when work allows.
5. C.I.M. Meeting 23rd January – Tina and Liz S to attend and report back at next meeting. **TG/LS**

Points outstanding from previous meetings:-

1. Notice board - Decide if a replacement is required and size and site. **TBC**
2. Picture Rail for wall hangings - A suitable picture rail to be erected for future hanging use. It was agreed not to allow anything to be stuck to the newly decorated main hall walls or paintwork. **TBC**
3. Main Hall – All agreed on replacement light shades for main hall at a cost of approximately £21 each. **SB**
4. Outstanding hire payment from Lucy Todd – All agreed to write the £44 off owing. **PS**
5. Mixed Craft Group storage cupboard – Cupboard needs to be cleared of Chat and Chill games and stored for any future youth group. **TBC**
6. Wet floor signs – 2 still to be purchased one of which is for Harbour View. **AA**
7. Fridge thermometer requires replacing. **AA**
8. Harbour View Awnings – Confirmation received that planning permission is required, so won't go ahead at the moment.
9. 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 proofing or to replace with new. Di volunteered to get a cost for replacement curtains. **DD**

Health & Safety:-

1. Health and Safety Policy, due to John's retirement from the committee the following responsible person's require replacement, Inspection of Equipment, Fire Precautions etc, Risk Assessments and Complaints' and Information to Contractors also Insurance and Patrick the new Treasurer to be asked if he will cover this. **ALL**
2. Policy requires review in July. **ALL**
3. Annual Fire Risk Assessment review due in June. **ALL**
4. Ladder, safety to be checked. **AT**
5. Health and Safety checks to be monitored by Tina and Amber and risk assessments updated as required. **TG/AA**

Fundraising:-

Treasurers Report:-

Treasurers reports submitted showing a balance of £6208.99 to 31st December 2015.
Sale of Village Hall Calendars raised a profit of £389.75

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Treasurers Report Continued:-

Profit from Panto Raffle £99.14

Patrick requested that all hall bookings be recorded with bookers information on the "Google Calendar" so he can access remotely, was agreed but follow up at next meeting.

Breakdown of fundraising income and expenditure required for committee.

Harbour View Social Club donated £1,000.00 to the hall. Letter of thanks to be sent.

DD
LC
EM

Any Other Business:-

Volunteers - Management Committee Trustees and volunteer maintenance person required as current volunteer stepping down due to ill health also volunteers to carry on the monthly village market on behalf of the committee as current volunteers stepping down after nearly four years, advertising flyer to be arranged and distributed during January.

SB/ALL

Volunteer Lyn Palmer attended the meeting and provided a breakdown of tasks and timetable leading up to the market with a view to finishing after the March Market.

Emergency monthly lighting checks and recording also requires volunteer.

Weekly Fire Alarm checks - Di has volunteered to be a back up to Keith who also has the recording book.

DD

Hallmark - It has been confirmed that Hallmark renewal due in 2016.

User Groups - It was agreed by all that any user group representatives not wishing to be a Trustee could attend at the beginning of meetings during the first point on the agenda "User Groups" to report.

Cleaner – Alex has requested that any darts or skittles matches be recorded on the "What's On" posted in the outside notice board to help with the organisation of her cleaning schedule. All agreed.

DD

Harbour View – New Skittles have been left out after use and should be locked in their box as there is an older set for general use, asked to add to their end of day check list.

AT

Security – Doors into main hall, key safe and skittle alley to be kept locked when not in use, if any are left open our insurance will be invalid.

Harbour View final daily check should ensure these doors are locked and check the 1st floor toilets and stairwell.

AT

Skittle Alley door needs some urgent attention as it won't close properly.

TBC

Heating Time Clock – Has times set for individual user group bookings and needs advancing for private bookings. Di and Elizabeth have boiler room keys agreed to advance as necessary.

EM/DD

Village Hall Insurance – It was suggested that Patrick could be asked to take this on.

TBC

E Cigarettes – Should these be allowed/disallowed on the premises, legality to be checked? Report for next meeting.

AA

Post Received:-

Not noted last month. PPL/PRS - Licence review

This month. Lyn Palmer – Market volunteer

John Marriot – Trustee Resignation

CCS – Seeking support for withdrawal of funding to ACRE by Secretary of State.

Items for Next Meeting:

Meeting closed: no time noted

Next Meeting: 11th Febraury 2015 at 7.30pm

Chairperson:- Sue Barton

Signed by Chairperson.....

Date.....