

OTTERHAMPTON VILLAGE HALL

REGISTERED AS A CHARITY

No 304605

Actioned By

Minutes of Meeting Held 20th May 2015

Present:-

S Barton. A Rowley. L Sidebotham. T Gardener. M Ford. E Marriott. D Lavis

Apologies:-

D Turnbull. H Jowett

Matters arising:-

1. OPPT Meeting - Nothing to report
2. Refurbishment Progress - Nothing to report
3. Date for village book sale etc.
4. Rooter - To be checked could also be a faulty phone line.
5. OPPT open day 27th June at 10am, hall table contents to be decided.

Points outstanding from previous meetings:-

1. Notice board and Picture Rail - Audrey to meet with Andrew Thorne, builder to confirm type and position of notice boards.
2. Clear metal cupboard and old filing cabinets from committee and shred documents not required.
3. Chat and Chill cupboard to be emptied.
4. Curtains - Price for black out blinds to be sought and curtain tracks.
5. Dog Signs - Original signs to be replaced.

AR

ALL

SB/AR

TG

AA

Treasurers Report:-

Treasurers reports submitted showing a balance of £8,356.52 to 30th April 2015.

There is an outstanding Private Booking Invoice for £72 from 15th November 2014. A fourth reminder was sent last month.

Patrick Stephens - Treasurer is now named on the hall bank account and Lynn Carter's signature has been removed.

Health & Safety:-

1. Ladder - Price of replacement large ladder to be found.
2. Evacuation Procedure and Plan replacement for main hall.
3. Health and Safety Policy amended for 2015 and signed. Copy to all Trustees.
4. Community First Insurance - Copy to Helen Jowett.

SB

AA

AA

Correspondence:-

Community First Insurance

Any Other Business:-

Double Glazing - For main hall windows, waiting Quotes from Crystal Clear and Acorn, one other company to be sourced for a quote. Look at prices for putting velux windows in short mat bowls room.

Obtained grant information from Viridor Credits.

Short mat bowls - Adding one more session a week and will now meet Monday, Wednesday and Fridays.

It was agreed that the Hoover be kept under the stage as cleaning cupboard too full. Sigh needed for Henry's new home and cleaning notice, change of Henry's home.

TG

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Any Other Business Continued:-

Village Market Banners and Advertising boards - OPRA have agreed to store them on their barn.

Items for Next Meeting:

Meeting closed: 7.30 pm

Next Meeting 3rd June 2015 at 7.00pm

Chairperson:- Sue Barton

Signed by Chairperson.....

Date.....

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