

# OTTERHAMPTON VILLAGE HALL

REGISTERED AS A CHARITY

No 304605

**Actioned By**

Minutes of Meeting Held 8th April 2015

**Present:-**

**S Barton. A Rowley. A Austin. L Sidebotham. D Davie. T Gardener**

**Apologies:-**

**E Marriott. D Turnbull. H Jowett**

**Matters arising:-**

**1. AGM and Treasurer's Report –**

Tina to ask Barry Leathwood, Chair of the Parish Council, if they would loan us their advertising board to display the AGM poster. AGM date 20th May at 7.30pm with May monthly committee meeting at 7pm.

**TG**

**2. Dog Signs - Original signs to be replaced.**

**AA**

**3. OPPT - No feedback noted.**

**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.

**AR**

**2.** Chat and Chill cupboard to be emptied.

**SB/ AR**

**3.** Clear wood from right hand under stage store.

**DD**

**4.** Clear metal cupboard and old filing cabinets from committee room ready for shredding.

**All**

**5.** Curtains.

**6.** E Cigarettes - Sue Barton to write to user groups to state committee's position, any comment to be received by 20th May. Amber Austin to provide additional information from CCS and once agreed Conditions of Hire to include E Cigarettes.

**SB / AA**

**7.** Refurbishment Progress - Nothing to report.

**8.** OPPT - Nothing to report

**Treasurers Report:-**

Treasurers reports submitted showing a balance of £7,070.32 to 31st March 2015.

This month's bank statement was unavailable so have presented March's report based on last month's closing balance and our income/expenditure without reconciliation the report will subtly change owing to un cashed cheques and uncertainty whether BAC's payments have been made in month.

The Damp Wall Grant payment has been made by SDC and will appear on the reconciled version of this report, or on next month's report, dependent on when the BACS payment is made.

There remains one outstanding private hire payment from 15th November 2014 of £72 and three reminders have been sent since the invoice was raised last year.

**Health & Safety:-**

**1.** Ladder - Price of replacement large ladder to be found.

**SB**

**2.** Evacuation Procedure and Plan - Amber agreed to organise hall plan and procedure.

**AA**

**Correspondence:-**

John Marriot - Thank you card for gift

Rate Relief - Full relief of £1,072.28 given.

Waste Transfer note received from Kier

Elizabeth Marriott - Resignation received as Trustee from 20th May and as Secretary from that date.

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**Any Other Business:-**

Double Glazing - Tina Gardener agreed to contact three Window Companies for quotes.

Treasurer Patrick Stephens to be asked to take on responsibility of the hall Insurance Cover held with Community First.

Any changes to user group charges will be reviewed in June ready for discussion in September, review kitchen use clause.

Short Mat Bowls user group reported that the additional opening nights had been a success on the Friday evening but they would not be continuing with the Thursday evening.

Treasurer Patrick Stephens to be asked to provide a sheet showing an accumulation of monthly spends and village market takings and expenditure be shown included in receipts and expenditure columns as all other income instead of as a separate item.

Amber to take off padlock on oil tank for delivery of oil.

Cost of shredding bags noted, date to be confirmed.

Agreed OPPT table at next market would be free of charge.

Rooter - To be checked could also be a faulty phone line.

Painting of Stage - Agreed by committee with proviso that the stage to be made good if necessary.

Date for village book sale etc - to be discussed at next meeting.

**Items for Next Meeting:**

**Meeting closed: 9.00 pm**

**Next Meeting: 20th May 2015 at 7.00pm**

**Chairperson:- Sue Barton**

**Signed by Chairperson.....**

**Date.....**