

OTTERHAMPTON VILLAGE HALL

REGISTERED AS A CHARITY No

304605

Minutes of Meeting 6th January 2016

Present:- S Barton, Liz Sidebotham, A Austin, Audrey Rowley. H Jowett.

Apologies :- Marcus Ford, D Davie, Tina Gardener,

User Group = confusion over actual start of hiring agreement can Bowls club supply a copy of last agreement.

Points outstanding from previous meetings:-

- 1, Committee room cupboard and filing cabinet to clear.
- 2, Monthly / Weekly visits from a Local Vet suggested, **AR** to follow up.
- 3, Marcus Reviewing Hire agreement.
- 4, Grant to be sought for new Windows and Doors for Main hall.
- 6, E-Cigarettes meeting date to be confirmed.
- 7, Contact names need to be changed on the Village Market Web site.
- 8, New signatory needed for cheque signing committee agreed to wait until election of new Treasurer
- 9, Committee to Investigate cost of providing Hot Water in the second floor toilets and Social club bar, also have the older water heaters inspected to confirm they meet current regulations, will be included in the Survey.
- 10, New treasurer to be asked to report weekly what cheques have been raised.

Matter arising

- A, Minutes from previous meeting approved and Signed.
- B, New Key boxes to be purchased.
- C, Electrician given go ahead to proceed with survey.
- D, RJS to quote for new Fire signs.
- E, Invite Social Club to next meeting to discuss future plans and Monthly Charges.
- F, Check with Village Market Volunteer who holds the hygiene certificate and is it still in date.
- G, Need updated list of user Group address Telephone and E mail address letter to be sent.
- H, Agreed to go ahead with purchase of Blinds for Main Hall.

Treasurers Report:-

Closing funds £7551.16 at time of meeting no statement received.

Health & Safety:-

Correspondence :- Confirmation received from the Parish Council regarding contribution for 2016.
List of companies to approach for funding supplied by S Barton.

Meeting closed at 9.15

Date of Next Meeting: - Wednesday 10TH February

Chairperson:- Sue Barton

Signed by Chairperson.....

Date.....