

**OTTERHAMPTON VILLAGE HALL**

REGISTERED AS A CHARITY No

304605

Minutes of Meeting 13<sup>th</sup> November 2016

**Present:-** S Barton, A Rowley, D Davie, R Barrett, P Priest, A Austin, T Gardener

**Parish Council** B Birkenhead.

**Apologies :-** M Ford, L Sidebotham, A Clarke, H Jowett.

**User Group :-** N/A

**Points outstanding from previous meeting :-**

2, Emergency Contact numbers to be updated.

3, Check with Village Market Volunteer who holds the hygiene certificate and is it still in date.

**Matters Arising**

A, Amber to proceed with the purchase of a new Oven, cost in the region of £329.00 fitting an additional cost.

B New Printer £150 – 200.00 Laminator approx. £25.00

C, Previous grant information passed to SB

D, Pest control have been on site will need follow up visit.

E, Window Cleaner contacted waiting for price.

F, Deep Clean company to be contacted.

G, Water Meter Fitted.

H, Amy Clark resigned from the committee will continue to help with the Market and any other events.

I, Key to be Issued to Keep Fit Caley

J, Rebecca to contact CCS for advise re Petty cash.

K, Course offered by CCS Rebecca to attend if able Committee agreed to fund child care if needed.

L, Arrangements made to meet neighbours to discuss Pest control etc.

M, Window In skittle Alley repaired, list of maintenance Issue's to be given for quote.

**Treasurers Report:- £4701.66**

**Correspondence**

**Health and Safety :**

**Meeting closed at 9.00**

**Date of Next Meeting:** - Wednesday 14<sup>th</sup> November @ 7.30

**Chairperson:- Sue Barton**

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

**Date**.....

