OTTERHAMPTON VILLAGE HALL
REGISTERED AS A CHARITY NO. 304605

Minutes of meeting Wednesday 12th December 2018

Present: Amber Austin, Sue Barton, Pete Cashin, Pat Priest, Marcus Ford , Audrey Rowley, Sarah Webb (Part), Liz Sidebotham, Barry Leathwood (OPC Representative).

Apologies: Laura Valentine-Slack, Helen Jowett.

1) **Apologies -** Received from Helen & Laura.

2) **User Groups**
- Broken thermostat on the radiator in the Bowls room - a new one has been bought and it is now mended.
- An email has gone out to all of our user groups regarding Panto' on-stage rehearsals.

3) **Minutes of last meeting**

Minutes of OVH Meeting held 14th November 2018 were approved and signed
- Fire Notices have now been installed ***– task complete***
- Notice Board, still needs to be sealed however a new one will replace it once the refurbishment has been completed. ***Ongoing***
- Pat will create a Hire Agreement for Audrey to give to Skittles Users. Sue to write to the home teams advising them that they are responsible persons while in the Skittle Alley and Sue will provide Skittle Alley Rules. ***Complete***
- *Action: Amber will put up large notices in the Skittle Alley – "No Smoking", Shutting/locking doors etc.* ***Complete***

4) **Hinkley C Community Fund**

a) **Update from Parish Council Representative**

Barry felt that the Open Day (Community Plan and Refurbishment Plans) was very successful on Saturday 8th December, which also benefitted the Christmas Market and thought it was great to see and talk through the Draft Plans with the Community.

b) **OVH Refurbishment**

i) **Project Manager**
- The committee met with Jemma Coles from SPARK who gave an overview of what SPARK could offer in terms of Project Management of the Refurbishment Project. She did inform us that there is not much funding being given for Building Projects at the moment, so match funding may prove very difficult.
- Jemma also said that it may help when applying for the Hinkley C Community Fund monies to update the Village Hall Constitutional Deed, as this is very outdated. It was suggested that local firms may also have some Project Managers within their employees who would like to take on this role. Also there may be some employees who could do some practical works, such as painting etc. Pat has received a form from Bob Birkenhead (Hinkley) to allow us to contact them as they may be able to help with this.

Proposal: A vote was cast as to whether we also wanted to meet with CCS, and the majority voted 'YES'.
Action: Sue will contact CCS to arrange.

ii) **Feedback from Open Day 8th December**

Open Day went well, with draft Plans being displayed for comments. We had a footfall from the community of circa 52 people, who were very positive about the plans and we received some very constructive feedback which Pat will circulate. ***Action: Pat to scan and circulate Open Day feedback***

The Plans will also be displayed on the School Notice Boards and the Coffee Morning on Friday next.
Action: Sue will contact Shattocks to arrange a meeting with them to look at Plans/Comments.

iii) **Planning Application –** This has been approved for the external plans submitted with the exception of the Juliet balcony and the colour blue of the outside cladding. **Action: Pat will send a link to the cladding website to look at options of colour, although it has been suggested by Parish Council that it should be Sail Cloth.**

iv) Next Steps

In the light of Jemma's comment that Match Funding for Building Projects is minimal, the committee were asked to consider:-

a) Do we go ahead with the Refurbishment only OR
b) Do we plan to purchase the house, if and when this comes onto the market in the future?

It was unanimously agreed that we progress with the Refurbishment (a) only and try for most of the money from Hinkley C Community Funding, with just a small amount of match funding.

5) Health & Safety

- Oil has been ordered and radiator checks have been made.
- Light other side of kitchen is not working.
- Suspected traces of a rat have been seen in the disabled toilet – next door neighbours will put down more rat poison. Bruce is filling the hole and draft excluder will be put under the doors to discourage rats coming in.
- Amber has now handed over the Health & Safety monthly checks to Kevin Dixon.

6) Treasurer

a) Accounts for November circulated (attached)
b) Boiler/Oil Contracts to be looked into:-
   i) Western Fuel – Audrey will call with regard to regular fuel Direct Debit and offers available.
   ii) Robson Boilers – Audrey will contact regarding Maintenance as they did the work on the Thermostat.
   iii) Core Heating – Marcus will call with regard to a Maintenance Contract

c) Cleaner Contract and ongoing action

i) Alex (Cleaner) handed in her notice, due to ill health and was paid up to the end of November.

ii) Geoff Smith has taken over as Cleaner until the end of January on a temporary basis. An advert has been posted on the Hall Notice Board and Pat will also put one into the Post Office.

iii) A Contract to be drawn up on a 'Service' basis. Geoff/Audrey will put together what they feel needs to be done on a regular basis and will send a draft contract for the Trustees to discuss.
The Cleaning Contract to be paid on a monthly basis.
Action: Advert to be place in Post office ***PP.***
Action: Audrey & Geoff to draft a Cleaning Contract ***AR/GS***

d) On-line Banking

i) A proposal was put forward to change both OVH main Bank Account and the OVH Refurbishment Bank Account to on-line Banking, which was **unanimously agreed.**
A procedures document will need to be written and approved, to include "all invoices to be signed by two signatories prior to on-line payments".
Action: Pete will arrange for the necessary forms to be signed by all signatories.

ii) Funding from the Community Fund was very late being paid into the Refurbishment Account, which caused a cheque paid to Shattocks to be returned unpaid. Following contact with Val Bishop to ensure the monies will be transferred by BACS to the Refurb Account, a new cheque was issued to Shattocks.

iii) Pete has kindly agreed to take over the Refurbishment Accounts also to keep OVH Accounts all in order.

7) Correspondence

Nothing to report

8) Village Hall Events

a) **Fun Day** – A "Save the Date" notice has now been sent to all User Groups and the School.

Next Meetings:

- **OVH Committee Meeting – Wednesday 9th January at 19:30**

Signed by Chairperson:-

Sue Barton ..... **Date** 9/January 2019