



## OTTERTON VILLAGE HALL COMMITTEE

Minutes of the Annual General Meeting of the committee held in the Committee Room on Monday 25<sup>th</sup> January 2016 commencing at 7.30pm.

Present: Andrew Sharp (Chairman & Secretary) Joan Cullen (Hon. Treasurer), John Fudge, Jill Gladstone, David Pankhurst, Catherine Randall, Tom Simcock, Cheridah Stamford and Sue Tibbott.

1. **Apologies for absence.** Apologies had been received from Emma Cooling, Rita Elliott, Claire Mills and Clive Parnell.
2. **Approval of the Minutes of the 2015 AGM held on Wednesday 28<sup>th</sup> January.** The minutes of last year's AGM having been displayed on the village hall noticeboard and on the village website, were taken as read. That they be approved as a true record of that meeting was proposed by Cheridah Stamford, seconded by Joan Cullen and was agreed unanimously.
3. **Matters arising.** There were no matters arising.
4. **Chairman's Report.** *"Since last year's AGM, the main thrust of the committee's work was the raising of sufficient funds to enable us to give the go ahead to the contractor to finally start work on the hall roof. Well, we finally did it and we must thank Devon County Council, The Lottery Awards for All Fund, EDDC Community Building Fund, Ladram Bay Holiday Park, The Norman Family Trust, Otterton Parish Council, Clinton Devon Estates, Otter Valley Association, Otterton Mill and other donors who wished to remain anonymous, for their contributions which ranged from £50 to £12,000. Thanks to them, we had enough money in place to instruct SRS Roofing to commence work in September which they completed in early October. Whilst they had the roof off, they also installed 70mm Celotex between the rafters and 350mm of fibre glass insulation to all horizontal areas of the roof. Since then we have received a lot of positive comments as to how good the new roof now looks. So many thanks to SRS Roofing.*

*In September we had all the radiators replaced and installed new ones in the toilets. The system was also flushed out and the thermostat was moved to a more logical place. Subsequently it transpired that the thermostat was not working and we received complaints that the hall was too hot, a first! We are currently waiting for a new thermostat to be fitted.*

*At the last AGM, following a lot of hard work by Catherine with Tom and Emma, we adopted a new Constitution for the management of the hall. Unfortunately when we eventually managed to get hold of the Charity Commission, we learned that they would not accept a new constitution. We later discovered that we are only permitted to append amendments to the original constitution. These amendments will be discussed later on in the meeting but I would like to take this opportunity to thank*

*Catherine for all the work and all the hoops she has had to jump through, to bring these amendments to the meeting, we are in her debt.*

*Sue Moger and Catherine have been occupied setting up a formal hiring agreement for the village hall; this will be discussed again at our OGM with a view to having it in place as soon as possible.*

*We are pleased that the Community Shop continues to be going from strength to strength; it has proved to be an asset to the village as well as an asset to the hall insomuch as the rent is proving a regular source of much needed income to us.*

*In conclusion, I must pay tribute to Joan, for her careful stewardship of our finances resulting in us being able to carry out the major works that have been done over the year. The grants and donations we have received do not just fall in to our lap; they are as a result of a lot of hard work in seeking out likely donors and then filling out long complicated forms as well as answering any further questions that may be asked about our charity. Without her dogged determination, we wouldn't be sitting here in the warm with a new roof over our heads. She is also always on the end of the phone to give me much needed moral support and wise counselling whenever needed, so thank you Joan.*

*Finally I would like to thank the whole committee for their support over the past year and of course I mustn't forget to thank Clive for keeping the lawns cut".*

5. **Treasurer's Report.** The Treasurer distributed copies of the balance sheet (attached at the end of these minutes) and gave her report thus:

*The Rents are slightly down, mainly due to the 6 weeks when the Roof was being retiled. The children of the Primary School were upset by the noise and dust and did not use the hall at that time. This meant a loss of approximately £250. Most of the regulars were not too bothered fortunately. But looking at the hall now, it was well worthwhile. In addition, we received the rent from the Shop, and, a slight increase in the Bowls money.*

*The cleaning costs are up because we increased the Cleaner's pay by £2 a week and asked her to check the dishwasher each time she cleaned the hall.*

*The Water bill is frightening, and, both Andrew and I have been in touch with SWW about this. The large increase was in the last bill covering the period from September until the beginning of December. This could have been caused by a faulty cistern in the ladies' toilet, or, a possible leak, which the Water Board has asked us to monitor. The Water Board have been most unhelpful over this and, both Andrew and I have contacted them several times. The first quarter's of the Water Bill were up about 30% in both cases. This would seem to be the Community Shop's use of water. When the Snooker Club was in existence, only two or three men used the room and obviously did not use much water, with their odd cup of tea.*

*Our Reserve has a good balance, but we have several big items coming up in the next couple of months:-*

*Lighting for the Hall  
Emergency door replacement  
Curtains for the Stage  
Decoration of the outside and inside.*

*I have now given up on receiving a grant from Garfield Weston, although I have not had any advice to say there is no grant in the offing.*

That the accounts for 2015 be adopted was proposed by Andrew Sharp, seconded by Cheridah Stamford and was passed unanimously.

6. **Appointment of Auditor.** That Kate Wise FCCA, who specialises in charity accounts, continues as our auditor was proposed by Jill Gladstone and seconded by David Pankhurst, this was agreed by all present.
7. **Adoption of Revised Village Hall Constitution.** The Chairman explained that at the previous AGM they had adopted a new constitution for the management of the village hall. After much toing and froing to the Charity Commission, it had transpired that we could not replace the old constitution but had to append a list of amendments to the original. Catherine had been working hard and had drafted out these amendments. That these amendments be adopted to go forward to the Charity Commission for their approval was proposed by Tom Simcock and seconded by Joan Cullen and was duly carried.
8. **Approval of Hall User Groups for the forthcoming year.** The existing approved user groups were: The Parish Council, Otterton School, The Garden Club, The Short Mat Bowls Club, The Dog Club, The Shop Committee, Otterton Twinning Association and Otterton PCC. It was suggested that the Otter Valley Association be invited to have a representative on our committee. It was noted that Sue T no longer represented the Bowls Club, Andrew had promised to let Val Whatley know if anything came up that was pertinent to the club. That the existing user groups plus the OVA form the user groups for the forthcoming year was proposed by Joan Cullen, seconded by Andrew Sharp and was carried unanimously. The Chairman agreed to write to the OVA.
9. **Election of Officers. (Chairman/Treasurer/Secretary)** At this point, the Chairman, having stated that he would be willing to continue in his dual role if there were no other candidates wishing to serve, stood down and Joan Cullen took the chair. There being no other nomination for the post of chair, Joan Cullen proposed Andrew Sharp for the post of Chairman, this was seconded by Cheridah Stamford and was passed unanimously.  
As there was no other name put forward for the role of Secretary, Cheridah Stamford proposed that Andrew Sharp continued in this position, this was seconded by Jill Gladstone and agreed without dissent.

Andrew Sharp retook the chair and asked for nominations for the Treasurer’s post. Joan Cullen agreed to stand again and since there were no other volunteers, it was proposed that she continue by Jill Gladstone and seconded by Cheridah Stamford, this was universally passed by all present.

**10. Election of Committee. (including User Group Representatives)** The Chairman suggested that, since no-one had tendered their resignation, the existing committee be re-elected en-bloc. This was proposed by Andrew Sharp and seconded by Joan Cullen. It was agreed with one accord.

**11. Review of Hire Charges for the forthcoming year.** It was noted that the rates for hiring the hall were unchanged since 2012. After some discussion it was agreed that to keep up with rising prices a small increase should be implemented. The following new rates effective 1<sup>st</sup> April 2016 were proposed by David Pankhurst and seconded by Cheridah Stamford:

Hire Charges effective 1<sup>st</sup> April 2016  
(All are per 4 hour session – this includes setting up time)

	Village Organisations	Non-Village Organisations	Commercial
Main Hall	£16.00	£32.00	£55.00
Extra Hour	£5.00	£10.00	£16.00
Committee Room	£11.00	£22.00	£33.00
Extra Hour	£3.50	£7.00	£10.00

12. There being no other business, the meeting closed at 7.57pm.

OTTERTON VILLAGE HALL 31/12/2015

Receipts			Payments		
£4,661	Rents	£4,487.50	£876	Hall Cleaning	£1,033.82
	Shop	£800.00	£619	S.W.Water	£1,552.36
£367	Short Mat Bowls	£410.50	£365	EDF Electrics	£322.00
£6	Wayleave	£7.61	£1177	Gas	£965.62
	DCC	£12,000	£554	Insurance	£564.75
	Roof Fund	£25,507.64		Community Council	£24.00
	Reserve	£8,000.00		Curtains	£440.00
	Village Fete	£40.70		Roof	£38,592.00
£48	EDF Refund	£16.45		Radiators	£3,070.00
			£200	Double Glazing	£1,077.60
			£165	Repairs & Renewals	£2,148.29
				Sundries	£117.07
				D.A.R.E.	£533.30
		£51,270.40			£50,410.81
	Balance 31.12.14	£2,745.45		Balance 31.12.15	£3,605.04
		£54,015.85			£54,015.85
RESERVE ACCOUNT 31.12.2015					
	Grants	£16,800.00		Transfers	£8,000.00
	Funds Raised	£229.55			
	Interest	£8.06			
		£17,037.61			£8,000.00
	Balance 31.12.14	£13,631.16		Balance 31.12.15	£22,668.77
		£30,668.77			£30,668.77
ROOF FUND ACCOUNT 31.12.2015					
	Donations/Grants	£10,650.00		Transfers	£25,507.64
	Interest	£10.74			
	Funds Raised	£513.60			
		£11,174.34			
	Balance 31.12.14	£14,333.30			£25,507.64
		£25,507.64		Balance 26.10.15	Nil