



OTTERTON VILLAGE HALL COMMITTEE

Minutes of an Ordinary General Meeting of the committee held in the Committee Room on Wednesday 25th January 2017 following on from the AGM.

Present: Andrew Sharp (Chairman & Secretary) Joan Cullen (Hon. Treasurer), Emma Cooling, Rita Elliott, John Fudge, Jill Gladstone, Sue Moger, David Pankhurst, Cheridah Stamford, and Sharon Young.

- 1) **Apologies for absence.** Apologies had been received from Claire Mills, Jim Pyne and Catherine Randall.
- 2) **Minutes of the last OGM.** That the minutes of the last OGM meeting held on 21st November 2016 having been circulated, were considered correct and could be signed as a true record of that meeting.
- 3) **Matters Arising.**
 - (i) **Hirers' Agreement.** Joan reported that the hirers' forms were now being returned to her, albeit slowly. It was agreed to continue monitoring these. **ACTION: JC**
 - (ii) **Kitchen Cupboards.** The Chairman confirmed that he had written to Ro Smith thanking him for installing the vents to the kitchen cupboards. David reported that he had a mains computer fan to assist moving air through the cupboards, thus reducing the likelihood of any mould. This however was still work in progress and that he would install it when he had some more time. **ACTION: DP**
 - (iii) **Dishwasher.** Andrew had yet to produce a sign advising users that the dishwasher no longer needed detergent tablets. **ACTION: AS**
 - (iv) **External Paintwork.** Andrew had written to Graham Dabrowiecki asking him to commence the external decoration in the spring. **RESOLVED.**
 - (v) **Disposal of Redundant Items.** Andrew, due to his recent accident, had not had a chance to take the old Super Ser heater and rusty chairs on a one way trip to the recycling centre. He was now driving again and hoped to complete this assignment within the next couple of weeks. **ACTION: A.S.**
 - (vi) **Ladies Toilet.** The plumber had been contacted to look at the ladies toilet the next time he was in Otterton. A mistake had been made insomuch as he had been told that it wasn't urgent. Andrew agreed to jog his memory. **ACTION A.S.**
- 4) **Correspondence.** A letter had been received from the Help the Heroes Charity thanking us for the £228 raised at last November's Fashion Show.
- 5) **Treasurer's Report.** Joan reported that the balance in our current account stood at £3,154.60 with £22,696.61 in the reserve account.
- 6) **Trestle Tables.** These had been received and were now stored in the hall store. They had their first outing for the Winter Warmer Supper and were found to be a big improvement on their predecessors. Andrew agreed to ensure that the anonymous

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donors were thanked for their generous donations. It was felt that £30 for a stencil to mark the ownership of the tables was a little expensive and that a cheaper alternative should be sought. **ACTION: AS**

- 7) **New Internal Doors/Frames.** The Chairman had met with Andy Mitchell at the hall to assess and price this job. Andy had subsequently come back with a price of £846.98 for replacing all four internal doors and adjusting the frames to accept fire doors. Having passed samples around, it was agreed that the doors should be in oak. It was proposed by Emma and seconded by Sharon that we should give Andy Mitchell the go ahead to replace the doors.

Emma Cooling had to leave at this point.

It was further agreed that there was no need for a lock on the committee room door as this might have implications regarding fire safety. The discussion moved to whether or not the hall should have a fire alarm irrespective of it not being a requisite of the fire inspector. John Fudge pointed out that there would be little point in having an internal alarm if a conflagration broke out whilst the hall was not being used and therefore an external alarm might be worth considering. It was agreed that this could be talked through with the electrician when he came to do the low energy lighting. **ACTION: AS**

- 8) **Projector Screen/Film Shows.** Andrew had sought prices for a drop down projector screen for the hall as this would be a useful facility for hall users and may thus gain some extra bookings. He had spoken to a few companies and had been advised that for a screen of the size we would require, a spring loaded one would soon fail. He had been recommended that an electrically operated screen would be the best option and that this would cost in the region of £500. It was proposed by Rita and seconded by Cheridah that we should go ahead with this purchase. **ACTION: AS**

Some years ago we had investigated the possibility of holding film shows in the hall but it had come to naught. However, following a conversation with Jane Smith, Andrew had investigated this idea once again, with the concept in mind that it would be to provide a social function for the village, rather than aiming to make a profit. On speaking to a specialist company, he had learned that it was imperative for the audio system to be of a high enough quality to ensure that speech could be clearly heard. Woodbury Village Hall had recently had a system installed and Andrew had spoken with them and had been invited over to take a look. We had rather naively thought that we would be able to purchase a DVD from a local retailer and show it to a paying audience. Sharon advised that it wasn't this simple as we would have to pay a licence fee that equated to approximately £250 per film. It was agreed that if this was the case then the idea would have to be knocked on the head, however it would be worth investigating ways round this, such as by having a film club with an annual subscription. David said that he had a projector that he would be willing to lend so that we would be able to determine how the existing sound system might perform and test the water as to how many people might attend a film night. With a projector and screen in place, David wondered whether we might hold an occasional karaoke night. **ACTION: AS/DP**

9) **Skateboarding Issues.** The steps on the west side of the hall had mysteriously broken. It had later transpired that children were using the paths around the hall for skateboarding and the riding of scooters and were enjoying themselves enormously by jumping on the steps not only breaking them but eroding away the corners of the slabs. Jill suggested that in the first instance we should put up a suitable sign to discourage this type of activity. This was agreed to be a worthwhile proposition and that we should also ask the PCSO to have a word with the children in the school. **ACTION: AS**

10) **Any Other Business.**

- i) Both Sue Tibbott and the Clerk to the Council had reported that following an incident at the pub when it was thought the defibrillator would be needed, the steps leading to this piece of equipment were not illuminated by the light outside the committee room doors. It was agreed to ask the electrician to fit a PIR to the existing light outside the double doors, this should then solve the problem. **ACTION: JC**
- ii) David thought that if we were able to offer Wi-Fi to users of the hall, this might encourage a few more lettings. Jill, as the shop Committee representative was asked if she could investigate the practicalities and costs involved in the fitting of a WiFi booster inside the hall. **ACTION: JG**
- iii) The Chairman advised the meeting that in the future the PA System would be moved to the hall store but some racking would have to be in place to accommodate it. He thanked Cheridah for making space for the new tables but asked if she could make some more space to take this racking. **ACTION: AS/CS**
- iv) Jill told the meeting that people had asked her why there wasn't a larger noticeboard on the exterior of the hall. It was suggested that the existing smaller one be used solely for the Garden Club and a larger one obtained to take hall notices. Andrew agreed to investigate this. **ACTION: AS**
- v) Joan had been approached by a lady who teaches art to residents at the Old Vicarage, she was looking for an outlet to display their work. Sue Moger mentioned a forthcoming Coffee Morning to be held in the hall in aid of Cancer in Children, Joan wondered whether this might be a suitable outlet for the artwork. Sue agreed to pursue this idea. **ACTION: SM**

There being no other business the meeting closed at 8.25pm.