



TTERTON VILLAGE HALL COMMITTEE

Minutes of an Ordinary General Meeting of the committee held in the Committee Room on Wednesday November 6th at 7.30pm.

Present: Andrew Sharp (Chairman & Secretary), Joan Cullen (Treasurer), Emma Cooling, Tristan Jones, Claire Lister, David Pankhurst, and Sharon Young.

Geoff Porter was welcomed to the meeting as the new representative of the Community Shop, replacing Jill Gladstone. He was handed a leaflet published by the Charity Commission setting out the Duties of a Trustee.

- 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 24th April 2019 having been circulated, were considered correct and were signed as a true record of that meeting.
- 3) **Matters Arising.** Graham Dabrowiecki had been given the go ahead to carry out the internal decoration of the hall.
- 4) **Correspondence.** There was none.
- 5) **Treasurer's Report.** The Treasurer was pleased to report that, having paid APi Communications for the cost of the supply and installation of the Audio/Visual equipment, we did not have to raid from the Reserve Account. The total cost of the project was £11,372.40. We have received donations of £6,000, with a promise of £1,500 to come. This means that the hall will have contributed £3,757.40 to the fund. She thought it was worthwhile.
- 6) **Installation of Audio-Visual Equipment.** This equipment had been installed at the beginning of October. We now had the facility of screening films in 5.1 Surround Sound as well as being able to accommodate presentations direct from a computer. The Film Club screened a film the week after its installation and the quality of both the sound and picture was well received. Unfortunately, last week it was discovered not to be working correctly, this had been subsequently rectified by the installer. Andrew was going to contact the company to ensure this would not be an ongoing issue. David was kindly going to fit a supporting frame around the unit to keep it off the floor and to protect it from any careless spillages. **Action: AS/DP**

- 7) **Hall Bookings.** The Chairman told the meeting that the Dogs Trust had recently ceased their classes; this was due to the lack of available parking and the heavy traffic in Fore Street. He thought that the hall was becoming underused and that we could do with some more bookings. The Treasurer said that the school would be using the hall on Monday, Tuesday and Thursday afternoons, also Pilates would be starting back in the New Year on Wednesday mornings. It was pleasing that the Yoga classes had booked three days over the Christmas period. Despite these bookings we could still do with some more, particularly on Thursday evenings when, more often than not, the hall was not used.
Action: All
- 8) **Damp Problem.** Thanks were given to Tristan, who had very kindly repaired the floor in the storeroom as well as replacing the rotten skirting. He had found the wall behind the skirting to be extremely damp and the chipboard flooring, although dry when he took it up, resembled Weetabix. It looked as though we could have a problem with rising damp as the kitchen cupboards were also showing signs of damp. It was agreed to monitor the situation and report back to the next meeting. If this proved to be an ongoing issue, we may have to look as ways of permanently remedying the problem. **Action: AS/TJ**
- 9) **Renewal of Community Shop Lease.** After a lot of toing and froing between Andrew and Jeremy Wakeling for the Community Shop, an underlease for a further five years had been agreed and signed. This now formally included the shed that was being used by the shop. The annual rent was now £880 per annum to reflect the use of this shed. **Action: Resolved**
- 10) **Community Shop Extractor Fan.** Geoff Porter explained that the chillers in the shop gave off a lot of warm air, which unless efficiently extracted, used a lot of energy leading to high electricity bills. On top of this, it could make it an uncomfortable environment in which to work, especially during the summer months. An extra chiller was needed and the existing fan would not be of sufficient size to cope. At their own expense, the Community Shop would like to put in a larger fan that would necessitate the size of hole to the outside to be increased to 100mm. Geoff explained that this larger fan might still not be sufficient, and they might have to consider going down the more costly route of installing hoods above the chillers and extracting this air through the roof. At this stage they were only seeking the committee's approval of increasing the wall mounted extractor and would come back again for our permission to explore the latter option. It was agreed by all those present that there was no objection to the Community Shop increasing the capacity of existing extraction system. **Action: GP**
- 11) **Any Other Business.** David asked if the hall had Public Liability Insurance. Joan confirmed that we did, the certificate was on the notice board showing how many millions we were indemnified for.
- Sharon said that now things had settled down a bit for her, she would kindly endeavour to shorten those curtains around the hall that needed to be shortened.
- Geoff advised the meeting that the Community Shop had replaced the single bulb in the shed with a more efficient strip light.
- Andrew asked Tristan if they could meet and jointly remove the basin, pipework and water heater from the storeroom; this would not only give a little more space, but also improve the appearance of this room.

There being no other business, the meeting closed at 7.55pm.