



TTERTON VILLAGE HALL COMMITTEE

Minutes of the Annual General Meeting of the committee held in the Committee Room on Monday 23rd January 2023 commencing at 7.30pm.

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

As Jim Pyne had moved from the village he has resigned from the committee.

1) **Apologies for absence.** Apologies had been received from Claire Mills, Geoff Porter and Catherine Randall

2) **Approval of the Minutes of the AGM for 2021 held on Tuesday 25th January 2020.**
The minutes of the previous AGM, having been displayed on the village website and village hall noticeboard, as well as having been emailed to all committee members, were taken as read. That they be approved as a true record of that meeting was proposed by Sharon Young and seconded by Melanie Martin.

3) **Matters arising.** There were no matters arising.

4) **Chairman's Report**

We had a Fire Risk Assessment in June which highlighted a few issues, most of which have subsequently been addressed, as well as having our fire extinguishers serviced. We also had a five-year electrical test which found all to be in order, also PAT testing of our portable appliances which again presented no failures. We have also brought our Contractors Safety Awareness Checklist up to date as well as now having a Hot Works Policy in place.

There was a brief panic when we realised that the area above the stage was made of cement asbestos, as were the exterior soffits. However, we later learned that, as long as they were actively managed, they would present no risk or problem. So we have subsequently created an Asbestos Register, I assume this will need to go on the noticeboard, as long as it doesn't frighten the locals!

In line with Health and Safety requirements, the disabled toilet had been fitted with an alarm. The exterior of the hall had become to look shabby, so Graham Dabrowiecki has since made the outside paintwork sparkle again.

The instant water heater kindly failed us and became devoid of life. We were told that as the boiler was out of guarantee, the required part would cost in the region of £250. However, having appealed to Burco's better nature, they relented and supplied it free of charge. At the recommendation of Burco and the electrician,

we have since kept this heater permanently switched on; we wait to see how this will affect our electricity bill.

Our Safeguarding Policy is now complete and can be circulated to our hirers along with our Fire Evacuation notice, to ensure everyone complies.

Finally, as usual I must thank Joan, for keeping our finances in such good order and giving me such good advice when required.

That the Chairman's Report be accepted was proposed by Joan Cullen and seconded by Claire Lister.

- 5) **Treasurer's Report.** *The number of bookings is now falling. Most of the users of the hall come from outside. The Garden Club is losing support, and the School has only used the hall about three times during the last term and will only be using it a couple of times up until the Spring.*

The Health and Safety checks in the Hall and surrounds involved costs included in the R and R are mainly due to changes to safety lights, air conditioning, boiler checks, plumbing items, and many more. Our gas bill looks small, but, we have now received a bill of £1400 for supply of gas, but as we had no delivery last year and the cost has gone up considerably, this is a shock, but expected. I am at present trying to obtain cheaper form of electricity.

The 2022 accounts are attached under Appendix 1.

That the presented accounts for 2022 be approved, was proposed by Andrew Sharp and seconded by Emma Cooling.

- 6) **Appointment of Auditor.** Joan proposed that we continue to use Kate Wise FCCA, this was seconded by Claire Lister.
- 7) **Approval of Hall User Groups for the forthcoming year.** These would continue unchanged namely: The Parish Council, The Community Shop and the School. That these groups continue to be able to be represented, was proposed by Andrew Sharp and seconded by Sharon Young.
- 8) **Election of Officers.** After thirty-five years on the committee and the last nine as Chairman, Andrew Sharp stated that this would be his last year as Chairman and he would stand down from the committee at the next AGM. There were no other nominations, so Andrew agreed to continue in the role of Chairman and Secretary for the forthcoming year.
Joan Cullen was willing to serve a Treasurer for 2023. No other nominees were forthcoming.
That the above officers be re-elected was proposed by Emma Cooling and seconded by Claire Lister.

- 9) **Election of Committee** Following the resignation of Jim Pyne, that the remaining committee, be elected was proposed by Andrew Sharp seconded by Joan Cullen.
- 10) **Annual Review of Hall Hire Charges.** There was some discussion as to whether hirers should be charged extra for the use of the kitchen. It was finally agreed that it would be too complicated to instigate this, therefore the rates should remain the same as minuted at the 2020 AGM..

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

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Appendix 1

OTTERTON VILLAGE HALL 31.12.2022

CURRENT ACCOUNT

£1503	Rents	£3359.00		£977	Hall Cleaning	£911.45
£880	Shop	£880.00		£196	EDF	£295.00
£8	Wayleave	£7.61		£400	Gas	£71.96
	Shop (Fire Risk Assessment)	£75.00		£239	SWW	£272.81
				£24	Community Council	£24.00
				£647	Insurance	£711.62
				£56	Sundries	£99.08
				£99	R and R	£1,233.96
				£165	Grass Cutting	£108.00
					Fire Assessment	£430.00
					Exterior Painting	£1,685.00
					Electrical Testing	£281.40
					Gas Check	£65.00
					Transfer	£8,000.00
	Total	£4,321.61		Total	£14,189.28	
	Balance 31.12.21	£13,139.58		Balance 31.12.22	£3,271.91	
		£17,461.19			£17,461.19	

RESERVE ACCOUNT

	Interest	£20.34				
	Balance 31.12.21	£13,756.59		Balance 31.12.22	£21,777.13	
	Total	£21,777.13		Total	£21,777.13	