



TTERTTON VILLAGE HALL COMMITTEE

Minutes of an Ordinary General Meeting of the committee held in the Committee Room on Wednesday 21st May 2014 commencing at 7.30pm.

Present: Andrew Sharp (Hon. Secretary) Joan Cullen (Hon. Treasurer) Rita Elliott, Jill Gladstone, Sue Mogers, Clive Parnell, Catherine Randall, Tom Simcock and Sue Tibbott.

Andrew Sharp acted as Chairman for the meeting.

- 1) **Apologies for absence.** Apologies had been received from Emma Cooling, Clare Mills, Jim Pyne and Cheridah Stamford.
- 2) **Minutes of the last meeting.** The minutes of the last meeting held 2nd April 2014, having been circulated were signed by the Acting Chairman as a true record of that meeting
- 3) **Matters Arising.**
 - (i) **Village Shop Sub-Lease.** This to be discussed under item 6 on the agenda.
 - (ii) **Moving of Snooker Table.** This to be discussed under item 6 on the agenda.
 - (iii) **Telephone/Broadband.** OCSC had arranged for the shop to be connected with Plusnet. However, should the hall want a similar connection it was not feasible to share the line and so would have to be under a separate arrangement.
 - (iv) **Shop Signage.** Application had yet to be made to EDDC but as previously agreed, OVHC would be given sight of what was planned by OCSC.
 - (v) **Kitchen Utensils.** Sue M and Emma had drawn up a list of requirements but had not yet costed this. Sue suggested that the profits from Tea, Coffees etc. from the September Ellingtonia concert, be put towards this. It was felt that these items should be purchased sooner than September and a ceiling of £350 was agreed
ACTION SM/EC
 - (vi) **Dishwasher Instructions.** Andrew had produced a laminated sheet for the kitchen; it was thought that these instructions were clear and concise.
 - (vii) **Keys and Keyholders.** Andrew had put an external Key Safe on the wall by the main door. This contained the keys to the two main entrance doors as well as to the committee room. The code was given to those present who were asked not to divulge to a third party. It was planned to give the code to regular users of the hall with an e-mail address so they could be quickly updated should the code be changed for some reason. The internal Key Cabinet had been installed but was still work in progress as was the list of keyholders that Andrew was compiling. **ACTION AS**
 - (viii) **Grand Fete.** Emma Cooling, who could not be present, had sent in a report in which she confirmed that she had spoken to June Kennard-Simpson and suggested that OVHC could organise and run a couple of stalls at the annual Church Fete. Emma

thought that the PTA and SPACE might wish to do likewise to raise funds for their causes. June was receptive to this idea and would put it to her team at a forthcoming meeting. Emma asked if OVHC could come up with some ideas. After some discussion the following were put forward for consideration: Tug of War, Hoopla, Table Tennis, Ferret Racing, Snail Racing, Bottle Sale, Human Fruit Machine, Face Painting and a Treasure Hunt around the village. **ACTION EC**

- (ix) **Bunting.** Sue T was on the case.
 - (x) **'A' Boards.** Andrew produced some information on the subject, but they were all thought to be too pricey. Jill volunteered to ask around to see if some could be made, also if there was someone local with an artistic bent, who could sign write the boards. Some thought was given as to whether we should go for a blackboard or a white board that could be painted over each time. **ACTION JG**
 - (xi) **Accident Book.** Andrew had made enquiries from the Community Council for Devon who told him that we did need to have such a book and that also we should have a basic First Aid kit on the premises. Joan agreed to source these. **ACTION JC**
 - (xii) **Hall Newsletter.** Sue M told the meeting that this was work in progress. **ACTION SM/EC**
 - (xiii) **Hall Chairs.** We had not had an answer on this, Joan volunteered to check with the previous owners of the chairs as to whether under Fire Regulations they did need to clip together. **ACTION JC**
 - (xiv) **Action Day.** It was agreed by all that this had been a useful exercise and that it should be repeated, possibly in the autumn.
 - (xv) **Outside Rendering.** This to be discussed under item 8 on the agenda
 - (xvi) **New Notice Board.** Andrew had written to Ro Smith to thank him for his generous donation.
 - (xvii) **West Window Curtain Rail.** Andrew had reattached the hooks but thought that the rail needed replacing; Sue T stated that it had improved but there was now a problem on another window.
- 4) **Correspondence.** Clive handed in a letter to the hall committee from ten villagers objecting to the change of use of the snooker room into a village shop. It was agreed that since in excess of 3 months had passed since the offer of the snooker room for the shop had been made by their Snooker Club representative Clive Parnell, this objection had come rather late. However since the application had now gone in to EDDC they of course had the democratic right to object to the council about the proposal.
- 5) **Treasurer's Report.** Joan reported that the current account stood at £3,376.53. She went on to say that South West Water had sent their bill in and it had risen from approximately £150 last year to £313 this year. This increase had been put down to our meter not working correctly. It was agreed that this bill seemed to be excessive and Joan agreed to query it with South West Water.

- 6) **Community Shop Draft Lease.** Following meetings of the sub-committee, OCSC had produced a draft sub-lease for discussion as represented below: **ACTION JG**

DRAFT HEADS OF TERMS FOR SUB- LEASE BETWEEN THE OTTERTON COMMUNITY SHOP COMMITTEE (OCSC) AND THE OTTERTON VILLAGE HALL COMMITTEE. (OVHC)

1. *The sub- lease is an agreement between the Otterton Village Hall Committee (lease-holder) and the Otterton Community Shop Committee. The lease will be for an initial 5yrs on a renewable basis. Agreed*
2. *Purpose - to permit the OCSC to set up and run a community-owned village shop in the room currently used to play snooker. Agreed*
3. *The OVHC will charge the OCSC an annual rent of £750 payable quarterly in advance, commencing on the completion of the building works. Agreed*
4. *A schedule of works to be carried out to adapt the room will be attached to the lease (see below). *See Below*
5. *The OVHC will allow the OCSC and their employees to have access to the main village hall if required for the installation of any services/alterations required by the CSC. Agreed but liaise with Joan or Andrew to ensure no disruption of hall bookings.*
6. *Utilities - the rent will include the costs of water usage but exclude costs of electrical usage. Agreed with the understanding that water usage will be monitored. Should consumption be seen to increase dramatically, then a contribution from OCSC would be expected to cover this.
Electricity for the shop will be provided via a separate meter or sub- meter. All costs relating to the electrical supply for the shop to be met by OCSC. Agreed
The installation and supply of Telephone and Broadband services will be arranged by OCSC who will be responsible for all costs relating to this. Agreed*
7. *The OVHC will allow the OCSC to have the right to have deliveries to the shop over the land outside the village hall premises. Agreed*
8. *The OVHC will allow the OCSC to install a container for early-morning newspaper deliveries - position to be agreed. Agreed in principle but subject to the size, appearance and exact location of the proposed container being approved by OVHC prior to it's installation*
9. *The OVHC will allow the OCSC to store a rubbish-collection bin - position to be agreed. Agreed, also size of bin to be agreed by OVHC.*
10. *The Condition of the room before the lease commences to be agreed by both parties, backed up by the photographs already supplied by the OCSC. Agreed*
11. *The OCSC will be responsible for maintenance and repair and insurance of all internal aspects of the room (to be described in an Internal Repair Lease). Agreed*

12. *The OCSC are not responsible for any maintenance or repair of the external aspects of the building; this responsibility remains with the OVHC as per their lease.* Agreed

13. *The OCSC are responsible for insuring all the fittings and contents of the shop and other terms as specified by their insurers.* Agreed

14. *The OVHC's insurance to include cover for the possible interruption of the shop's business if caused by any factors other than within the shop but within the VH site.* This item to be clarified by OCSC.

15. *Should the shop cease trading or decide to move to a different location, the premises will return to the OVHC. In this event, the OCSC will be responsible for the removal of all fixtures and fittings relating to the shop, and return the room in a condition at least as good as the condition when they took it over.* Some discussion took place. It was conceded by OVHC that a Bond paid up front was not practical and Catherine confirmed that such a bond was not normal practice. Should the shop cease trading or move, then OCSC should pay for the replacement of the radiators and pipework together with the re-installation of the stored snooker table. In the unlikely event of the shop becoming insolvent, then OVHC would have to arrange for these items to be reinstalled from their own resources but would have a room in better fettle than when it was first leased to OCSC as it would have been re-wired, insulated, decorated and a new floor covering installed.

*** DETAILS OF BUILDING WORKS REQUIRED:**

Removal and disposal of radiators; Re-wiring, including installation of suitable shop-type lighting; insulation and decoration of walls; insulation of accessible roof space; insulating and covering the floor with commercial-grade flooring; covering over and strengthening of ceiling area above disabled toilet and store cupboard (in hall); installation of separate electricity meter / or sub-meter; installation of alarm system including updating of locks; installation of sink and work-top, shelving and shop-counter, installation of telephone and broadband.

Plus any additional works that might be specified by the building regulations requirements or recommended by the architect. Agreed but whilst OVHC were unlikely to have any objection to additional works required under Building Regulations, they reserved the right to have the final say on additions recommended by the architect.

Additional documentation to be attached to the lease

a)OCSC will provide a separate letter confirming that they are prepared to pay for the snooker table to be professionally dismantled (Replay have already quoted to do this) and moved to storage area(s) in the Village Hall, as previously agreed. Likewise the snooker light.

A lengthy debate took place regarding the fate of the snooker table. Replay had valued the table at a maximum of £150. Andrew had spoken to World Snooker Services of Bristol who had informed him that demand for full sized snooker tables was so low that we would be lucky to give it away. In view of this information, it was agreed that it would be nonsensical to pay someone £10 per week for storage, in effect £2,600 over 5 years for something that was, although of sentimental value, virtually worthless. As a result of this it was agreed that some way of storing the table should be found within the confines of the village hall but in such a way that there was no chance of it becoming damaged.

b) OVHC to confirm in writing to the OCSC their agreement to this arrangement. Agreed

7) **Storage**

- (i) Sheds. The sheds were in desperate need of a sort out. Andrew would seek input from Jim Pyne as to what could go and what could stay. Sue M agreed to check with the school how much of their equipment being stored was current and whether some could be disposed of. Sue T also agreed to check with the Garden Club in a similar vein. **ACTION AS/ST**
- (ii) Stage: Although at our recent Action Day a lot of rubbish had been cleared from the stage, there remained a lot of items whose relevance was questionable. Andrew agreed to review the remaining items with Jim at the same time as the sheds. Sue T questioned whether or not the stage could be “re-engineered” as had been done at East Budleigh and Newton Poppleford. This would give us the potential of using below the stage for the safe storage of the Short Mat Bowls equipment and the snooker slates as well as a lot of other material, subject to what was allowable under fire regulations. Joan agreed to make enquiries of East Budleigh. **ACTION AS/JC**
- (iii) Doctor’s Surgery. Sue T wondered whether a vent could be installed into this room to rid it of the repugnant odour that engulfed anyone who opened the door. Some of the Short Mat Bowls gear was stored within this room and it was a question of holding one’s breath before entering. It was conceded that this was not acceptable and that Andrew would have a word with Cheridah to see whether the source of the smell could be established and resolved. **ACTION AS**

8) **External Re-Decoration.** At the last meeting it was thought that some of the rendering on the north wall of the snooker room was coming adrift. Andrew had met with Steve Richards of Exmouth and they soon established that it was not the rendering that was peeling off but several years’ worth of paint. Steve had subsequently put in a quotation of £2,700 plus VAT for taking the paint back to bare render and repainting as well as rubbing down and repainting the gloss work, this was to the north wall of the snooker room and the whole of the west facing elevation. The paintwork to the other walls was thought to remain in reasonable order. It was agreed that this work was essential and that we should obtain two other quotes and, assuming that all quotes were on a like for like basis, could accept the lowest price without further reference to the committee. Andrew agreed to approach J.E.Pantoll of Budleigh Salterton and Sue M to ask Nick Morrish for a quotation. **ACTION AS/SM**

9) **Trustees.** Andrew informed the meeting that he had contacted the Charity Commission as there had been some uncertainty as to who was a Trustee of the village hall. He had learned that all members of the committee be they full members, co-opted members or representative members, should all be registered as trustees. He agreed to circulate information on the responsibilities of trustees to all new members with a view to them signing acceptance of their role as trustees at the next meeting. **ACTION AS**

10) **Fundraising.** Joan had heard from M&Co who had been pleased with uptake from the recent Fashion Show and were keen to do another one. It was agreed that we should repeat the experience next year, but this time in the autumn. Peter Whatley was very happy to present another Quiz Night and it was agreed that this should take place in the autumn on a date to be determined. Joan had had a letter from Christine Channon confirming our grant of £12,000 toward the roof. However this would only be payable on receipt of an invoice for this work. Joan was again going to apply to the lottery fund for a further grant. It was noted that the Community Council for Devon would also consider applications for grants but they had to be fund matched. **ACTION JC** Other fundraising ideas were mooted; these included a breakfast morning and a promises auction. Sue M said that, should we go ahead with a breakfast morning, then all hands on deck would be required to assist.

11) **Any Other Business** There was none.

There being no other business and with the date of the next meeting to be advised, the meeting closed at 21.18.