



# OTTERTON VILLAGE HALL COMMITTEE

*Registered Charity Number 203780*

Minutes for General Meeting of the Village Hall Committee, held in the Committee room on Thursday 3<sup>rd</sup> October 2024 at 7.30pm

Present: Richard Witherby (Chairman), Sharon Young (Treasurer), Julia Bove (Secretary), Catherine Randall, Geoff Porter and David Pankhurst

1) Apologies for absence Apologies received from Emma Cooling, Clare Lister, Belinda Shoemaker

2) Minutes of the Special General Meeting held 7<sup>th</sup> August 2024. The minutes having been circulated after the last meeting, were approved by the Committee as a true record of the meeting and were duly signed.

3) Matters arising A thankyou gift of a Theatre voucher has been purchased and presented to Andrew Sharp as thanks from the Committee for all of his years of service.

4) Correspondence Letter from Joan Cullen expressing her wish to resign from the Committee. Joan also emailed to thank the committee for her voucher presented to her by Andrew following her resignation as Treasurer.

## 5) Chair's Report

OVH meetings will now take place four times a year; January, April, July and October.

Keys-Richard raised that the current door locks on the inner and outer doors to OVH are currently not fire compliant. Locks will be replaced. New keys will be placed in key boxes, spare sets of keys to be held by Richard and at The King's Arms. The shop will hold a key to access the OVH porch and there will remain a key to access the meeting room in the key box outside the meeting room door. The key box at the main door of OVH is currently very difficult to access if the porch door is open. It was agreed that the key box will be moved to the otherside of the door for ease of access. Richard will look into a cost for getting a replacement key box that has press key function and a light.



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OVH porch- There was agreement that the porch space was now far more accessible. Sharon has kindly provided a box to display leaflets and old ones have been disposed of. There is still a food donation box in the porch which it was felt is no longer used. Richard will speak to Mel Martin about whether this is still needed. Richard and Geoff will look into costings for replacing the lights in the porch and the kitchen.

OVH notice boards, instructions & users folder Richard raised the need for creating a folder available to users of the village hall that contains fire regulations, conditions for hire and instructions for all equipment and appliances.

Clearer signage is needed in the kitchen for dishwasher and hot water instructions

Noticeboards in the hall need updating with emergency contacts & list of OVH committee members and contact numbers. Julia agreed to update this. Richard and Julia will be named as emergency contacts.

OVH equipment/contracts- Belinda will be asked if she will kindly continue to monitor our current BT wifi contract. Richard to ask Alan Weeks if he will provide a demonstration into how to use the AV equipment. Equipment currently stored in the old Dr's surgery and under the stage was discussed. Richard will arrange a date where the committee can get together to look at what equipment is being stored where and to organise its storage.

Pricing- Richard felt that the pricing structure of the hall is overly complicated and needs to be reviewed so that the hall is hired at an hourly rate the committee agreed with this. It was agreed that this would be reviewed at our next scheduled meeting in January 2025

6)Treasurer's Report The current account balance is £4407. The reserve account balance is £19344. The Village Hall income currently stands at £4453. The Village Hall expenditure currently stands at £5360. SY and RW will be reviewing accounts for the whole year in January 2025.

Sharon has organised that all utilities accounts for the hall are now available online and the contact information/email has been changed.

Sharon has also set up the facility for online payments to be made through HSBC. SY, RW and JB are named on the account to enable dual payment.

7)Solar Panel Update David is investigating the availability of grants to support the funding of the solar panels. David reported that the East Devon



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District Council fund is no longer available and he is waiting for it to be released again. He is still hoping to be able to apply for funds from the National Lottery. The shop are also looking into grants for the solar panels.

8)Community Shop Update Geoff updated the committee on the planned shop refurbishment. Richard and Jeremy have met with steelworks company to discuss adaptations being made to the steel handrail outside the shop which will allow for a panel to be removed to allow easier access for the installation of new chillers. Once installed the panel will be replaced and a bolt fitted to the rail to allow future access if required. The Community Shop have agreed to pay for the work. Questions have been raised by the shop as to how bills will be raised and apportioned once solar panels are installed. The Committee decided that this was a discussion to be had once an agreement had been reached about whether the solar panels were a viable option. The Community Shop have requested that they be able to keep their freezer in the Village Hall boiler room. The freezer will be run via a power supply in the shop and the door will need to be turned around to ensure that the boiler can be easily accessed. This was agreed on a temporary basis and will be discussed again if solar panels are fitted as the space will be needed for the solar panel battery.

9)Community Shop Lease Update Richard and Catherine reported that the shop lease is almost complete. The outstanding issue is the repairs to the shed roof used by the shop (please also see item 12). Richard has obtained a quote for the replacement of the whole roof covering all of the sheds. This is expensive and he has proposed to Jeremy that repairs be carried out where necessary for the time being. Jeremy is now considering the proposal. Shop use of the Village Hall lobby has been agreed. Clinton Devon will be sent an agreed draft of the Community Shop lease when completed.

10)OVH Gardening Final payment for the Summer for £40 was made to current contractors. Gardeners will now not need to return until the Spring. Ian Simpson has raised an interest in providing ongoing maintenance for the OVH garden from Spring '25. A review of service providers will be conducted by OVH Committee at the AGM.



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11) New booking system The booking system is now up and running again thanks to online support from Ro Smith. Sharon is due to attend a meeting at Wimpe Village Hall at the end of October to see a presentation of Hall Master. This is an online booking system that has the capacity to streamline and simplify; bookings, calendar and invoicing. A decision will be made at the next OVH meeting as to whether we will be implementing this system.

12) Health and safety checks-

Richard will be looking into OVH insurance, currently with Zenith.

Sharon will be responsible for invoicing & the making of payments. Utilities are all paid by direct debit from OVH bank account.

Health and Safety compliance to be raised with Emma at next OVH meeting.

Geoff kindly agreed to check the fire extinguishers, fire alarms and emergency lighting as required and to make sure that the safety file for the village hall has been completed. In the event of Geoff's absence checks will be carried out by Richard or Ian.

Richard and Geoff will programme the heating each week.

12) Shed maintenance-The roof of the shed used by the shop to store goods is leaking. The roof needs new guttering and drip stops added to the door.

Richard has received a price of £4150 + VAT to replace all of the shed rooves. The shop has agreed to pay 23.3% of the cost. Richard to get a second quote.

13) Repainting the kitchen- Geoff raised that the kitchen needs repainting in certain areas, also that the ceiling is bowing. Richard & Geoff to approach Graham and Chris D for a quote.

14) Any other business- No other business

15) Date of next meeting- January 14<sup>th</sup> 2025 7.30pm



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***Chairman: Richard Witherby, Glebelands, Otterton EX9 7JJ***  
***Secretary & Bookings: Julia Bove, Church Cottage, Church Hill, Otterton, EX9 7HU***  
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