



OTTERTON VILLAGE HALL COMMITTEE

Registered Charity Number 203780

Minutes for General Meeting of the Village Hall Committee, held in the Committee room on Monday 14th January 2025 at 7.30pm

Present: Richard Witherby (Chairman), Sharon Young (Treasurer),
Julia Bove (Secretary), Catherine Randall, Geoff Porter,
Belinda Shoemaker and Claire Lister

1) Apologies for absence- Emma Cooling and David Pankhurst

2) Minutes of the Special General Meeting held 3rd October 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- New keysafe has been purchased by RW and installed by the Village Hall main door. Separate keysafe has been installed next to Committee room external door. Keys for main door and committee room are now held in their respective key safes.

-Thumb turns have been installed on main doors.

-Instructions for urn have been displayed in the kitchen by SY

-Dishwasher instructions were looked at by JB & SY and were found to be adequate. GP was asked to order some dishwasher detergents from the shop.

-AS to be asked if he will provide members of the committee with training to use the AV equipment in the main hall.

-Light in the lobby has been repaired

4) Correspondence- RW shared correspondence received by a member of the public expressing their views on potential health concerns arising from use of wi-fi in the village hall.

-Devon Counties Membership has been paid by SY from OVH bank account. A direct debit will be set up for future payments.

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5)Chair's Report RW- We continue to have issues with the Village Hall heating system. Just before Christmas the zone valve had to be disarmed as it was not switching off or regulating the heating going to the committee room which was remaining on 'high' temperature all day even when the timer was activated. Even with the valve disarmed the heating is still on in the toilets and the kitchen. An engineer is due to return to remedy the problem and advise a course of action. Replacing the boiler with an air source heat pump when/if solar panels are installed was raised. This will be considered at a later stage.

-Gas tank outside was found to be leaking 12/12/25. An investigation from an engineer found that the leak was occurring on the tank side of the valve, so it is the responsibility of Calor to fix. The regulator is 15 years old and needs replacing. Calor to check the gas tank every 7 days until permanent repairs have been made. Report of the inspection and ongoing monitoring inspections by Calor have still not been received . RW to chase. Shut off valve also needs moving from its current position. The committee discussed the loss of gas due to Calor's lack of maintenance (£1200 was paid to fill the tank in October) SY & RW to approach Calor for refund of gas lost.

6)Treasurer's Report SY- The end of year accounts having been circulated at the meeting, were approved by the Committee. Hall bookings have increased in the last year. The accounts are in £1000 deficit, however there has been a lot of expenditure over the year for maintenance such as; repairs to the boiler & water heater, a new hot water urn, light switches and thumb turns installed on doors. Electricity bills have also increased this year. A bill for £880 was received for electricity in June 2024 and this included £100 of fines due to non payment of bills from the previous year which SY has investigated. OVH electricity rates are now 44p per unit as we are charged at a commercial rate. SY was thanked for her continuous hard work with the OVH accounts since she became treasurer in June.

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7)Solar Panel Update DP- Provided via email by DP. DP is looking into two grant opportunities (including the National Lottery) to fund solar panel installation. There is still ongoing discussion about whether or not cabling will be installed during the re-fit to facilitate the linking of meters between the shop and the village hall for when/if solar panels are installed. JW has been asked to get a price to carry out this work (estimated at approximately £600).

8)Community Shop Update GP – including arrangements for shop refurbishments- The refurbishment of the shop has been arranged to take place 7th-12th February 2025. The meeting room will be used for storage during this time. Outside railings have been cut and replaced to allow for easy access for chiller delivery.

9)Community Shop Lease Update RW- The new lease has now been agreed and signed. Rent was increased by £300pa. Copy of the new lease to be sent to SY as treasurer.

10)OVH Gardening- It was agreed that the current expenditure for garden maintenance is too high. Iain Simpson to be asked if he will mow the grass. General weeding and upkeep of the walls & borders to be maintained by OVH committee. Gardening sessions to be held at suitable intervals during the year.

11)New booking system SY & JB- The benefits of Hall Master booking system were explained to the committee. It is hoped that the system will be up and running by 1st February. SY & JB met with RS 13/01/25 to talk about setting Hall Master up to run via the Village Hall website. SY will provide RS with details of the new pricing schedule & JB will provide RS with an updated Hirer's Agreement to be uploaded onto the website.

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12) New pricing system for the Hall, Meeting Room & Kitchen-
The committee discussed and agreed a simplified two tier pricing system.

	Village organisations & residents	Non village organisations and commercial orgs
Main Hall	£12 ph	£15 ph
Meeting Room	£6 ph	£10 ph

This will be passed to RS to be added to the Village Hall Website.

It was agreed that the kitchen should not be charged as extra. This pricing schedule will be reviewed again at the AGM 2026

13) Health and safety checks- Fire Safety Check 12/12/2024, any others pending? RW to look at the Fire Risk Assessment.

CL to review our Safe Guarding policy. Once reviewed policy to be distributed to committee members, placed in OVH safety folder & displayed on notice boards in the main hall & committee room. JB to check that there is mention of the Safe Guarding Policy in the 'Conditions of hire/Hirer's Agreement' and to update where necessary.

Updated 'conditions of Hire/Hirers's Agreement' to be distributed to committee members, made available on the OVH website, placed in OVH safety folder & displayed on notice boards in the main hall & committee room.

14) Maintenance issues- outside sheds, repainting of kitchen, boiler, gas tank, recommendations from Fire Safety Check- Fire safety check on 12/12/2024 RW & JB attended. Fire Risk Assessment could not be located. RW to find, distribute to committee members, place in OVH safety folder & display on notice boards in the main hall & committee room. There was an advisory note about installing an emergency exit light above the Committee room external door.

14) Any other business- Next meeting of the Otterton Village Hall Committee will be held in April 2025. Proposed dates will be circulated among the members in due course

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