



OTTERTON VILLAGE HALL COMMITTEE

Registered Charity Number 203780

Minutes for General Meeting of the Village Hall Committee, held in the Committee room on Wednesday 30th April 2025 at 7.30pm

Present: Richard Witherby (Chairman), Sharon Young (Treasurer), Julia Bove (Secretary), Catherine Randall, Geoff Porter, Belinda Shoemaker, Emma Cooling & David Pankhurst

1)Apologies for absence- Claire Lister

2)Minutes of the Special General Meeting held 20th February 2025- 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- It has been noticed, that after use, some hall users are not draining the dishwasher, not leaving the fridge clean and not leaving its door open. Notices have now been displayed to prevent this happening again. A 'Before you leave' checklist has also been displayed in the kitchen and hall which will hopefully help to ensure that all lights, taps etc have been turned off.

4)Correspondence- Correspondence received by RW, SY & JB from DP detailing the solar panel installation. Copies were circulated for members of the committee to read.

5)Chair's Report RW- The water heater has now been re-wired. The OVH buildings insurance has been updated to include the solar panels. There has been packaging and boxes (including a box of plants) left in the lobby. Actions-GP will discuss this with the shop.

6)Treasurer's Report SY- Accounts were circulated at the meeting for the first 4 months of 2025. The accounts are £500 down from this point last year, however SY is still chasing invoices from some users. Money from DCC for solar panels (£4970) is still to be received. Costs for the solar panels have been met by funding from DCC & National Lottery. SY has received a £200 rebate from

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Calor Gas following the leakage that occurred from the tank following their last delivery. Sharon was thanked for her continuous hard work with the OVH accounts since she became treasurer in June.

7) Solar Panel Update DP- DP confirmed that costs for the solar panel installation had been met by the grants. David was thanked for his hard work applying for these. DP now has access to an app to monitor the solar power production & discharge. We are waiting on 365 Energy to install an emergency power switch. DP is looking to arrange publicity to satisfy the grant conditions of DCC and National Lottery. This will probably take the form of a photo opportunity with cheque presentation. EC will look into creating a social media post.

8) Community Shop Update GP – All is running well since it's refurbishment.

9) Community Shop Energy Tariff- RW, DP & GP- Jeremy Wakeling (community shop chairman) will be asked to discuss feed in tariff with energy supplier Octopus. JW waiting on a meeting with 365 Energy to explain how the Solar energy system works. SY offered to explain to JW if necessary.

10) OVH Gardening-. Iain Simpson is now mowing the grass when needed. General weeding, removal of brambles 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- Hall Master is running well. Users are now able to check availability and make a booking independently. The cost of hiring is on a default setting for non-village hall use.

12) OVH Kitchen- SY has had to clean out the fridge & dishwasher after they were left dirty by a hall user. This was really embarrassing as there was another user wanting to use these appliances at the time. As stated above new signage has now been displayed. The committee agreed that a £50 charge will be made if the hall, kitchen or meeting room are not left clean following a booking. Action- Detail of £50 charge to be added to website.

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There are not enough glasses in the kitchen for people to use at different events. Action- EC agreed to source glasses from IKEA. GP told the committee that the community shop has 50+ glasses available for hire. Action- Availability of glass hire from Community Shop to be added to website.

12) Meeting Room Charge- The committee agreed that the charge for the meeting room be raised from £6 to £8 to cover rising energy costs.

13) Maintenance issues- outside sheds, repainting of kitchen, boiler, gas tank, - There was an advisory note at the fire safety inspection about installing an emergency exit light above the Committee room external door. Action- RW to look into costs

The emergency light above the door in the main hall has an intermittent fault. Action- Electrician to be contacted.

Sheds have now been repaired by RW

Calor Gas Tank- Isolator and regulator need work/relocating as well as sealing the leak. SY has had a quote from Calor Gas for £700 to complete the work.

Action- RW to obtain further quotes

Repainting of Kitchen- Action-GP has kindly offered to freshen up the kitchen. SY kindly offered to donate some paint.

OVH inside & outside cupboards and sheds need clearing out and tidying. The committee decided to set up a working party to meet 15/05/25 6-8pm to make a start. Other dates may be arranged as needed.

14)Any other business- Next meeting of the Otterton Village Hall Committee will be held on Tuesday 29th July 2025 7.30pm.

EC- Told the committee that she has table cloths available for use by OVH.

Action- Availability of table cloths to be added to website.

RW- Rupert Dixon will carry out the audit for OVH

JB- Told the committee that due to work commitments she is unable to continue as bookings clerk for OVH. CR kindly agreed to temporarily take on this role which was much appreciated. Action- JB to liase with CR over transfer of booking information. RS to be asked to update on the OVH website

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