



OTTERTON VILLAGE HALL COMMITTEE

Registered Charity Number 203780

Minutes for General Meeting of the Village Hall Committee, held in the Committee room on Tuesday 29th July 2025 at 7.00pm

Present- Richard Witherby (Chairman), Sharon Young (Treasurer), Julia Bove (Secretary), Catherine Randall (Bookings Clerk), Geoff Porter, Claire Lister

- 1) Apologies for absence- David Pankhurst, Belinda Shoemaker, Emma Cooling
- 2) Minutes of the Meeting held 30th April 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- Catherine Randall has kindly agreed to continue as booking clerk for the time being. Website needs changing to add new email for secretary.
- 4) Correspondence- No correspondence
- 5) Chair's Report RW- Richard told the committee that he does not want to continue as chair, however, he will continue until a new chair person comes forward. Committee discussed need to recruit new members onto the committee. JB will continue to advertise in the parish news and will post on Otterton WhatsApp and Facebook groups. Members of the committee will talk to any villagers they feel may be interested. Review at next committee meeting.
RW suggested that our next meeting to be largely spent looking at the village Hall as a whole and generating an action list for maintenance etc. This was agreed by the committee.

Chairman: Richard Witherby,
Secretary : Julia Bove
Treasurer: Sharon Young
Bookings Clerk: Catherine Randall

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6) Treasurer's Report SY- SY provided committee with a statement of accounts. Reserve and current accounts remain in credit. OVH received a calor gas bill of £1600 which has been settled. SY has arranged for the village hall energy account to be switched to British Gas Light in January, this is hoped to save over £200 a year.

7) OVH Wifi costs and contract RW & SY- OVH Wi-Fi with BT costs £45 per month, the current contract ends May 14th 2026.

Jeremy Wakeling would like to enter into a discussion with the OVH committee about the community shop taking over the contract for the Wi-Fi. The community shop would be responsible for paying the bill & the village hall would 'piggy back' from the shop.

Committee discussed a meeting to be set up with JW with BS, RW & SY to discuss options. BS to be asked to find out what the costs would be/break clauses if we ended our current contract early. Committee discussed 2 options; i-Transfer of existing name/contract to the community shop and shop to take on payment

ii-Leave the current contract with BT as it is, with shop using OVH wi-fi & paying the bill until May 14th 2025 when contract ends.

8) Community Shop Update GP – The shop would like to consider taking on the big shed for storage instead of using the 2 smaller ones. The big shed has power & would be a more convenient space for shop use. GP & RW to look into what needs to be cleared from big shed & whether it is weather proof. The committee agreed that this was a reasonable request. GP to feedback to the shop.

9) Community Shop Solar tariff/contract update RW- RW, SY, GP, JW & IB to arrange a meeting in August to discuss and finalise community shop payments for solar power. Proposed payment schedule to be
Energy usage Total + Feed to Grid Total = Total to be split 60/40
Possible quarterly billing/payments to be discussed.

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10) Discuss employing an accountant/book keeper to manage OVH finances- SY told the committee that she would not be continuing as treasurer from Jan 2026 and would like to leave the position sooner if possible. JB will advertise treasurer position in the parish news and will post on Otterton WhatsApp and Facebook groups. Members of the committee will talk to any villagers they feel may be interested. Review at next committee meeting.

11) Future advertising for OVH (posters, website update etc)- EC to be contacted by RH to find out if contact has been made with Ro Smith re OVH website updating. Committee discussed opening up discussion with the village to find out what sort of events would the community like to see/take part in that could be held at the village hall to boost its usage. Ideas proposed by the committee were ; regular events such as craft groups, table top sales, hot desking.

CL will look at possibly setting up a Face Book page for OVH where events can be advertised and asking for suggestions by community, possible organisations and organisers who would be willing to set up and run events.

12) OVH Kitchen- Any maintenance issues to be actioned at next OVH committee meeting in November

13) OVH Gardening- Current gardening maintenance is going well. No further action needed.

14) Maintenance issues- Any maintenance issues to be actioned at next OVH committee meeting in November

14) Any other business- New members needed for OVH committee

Next meeting to be held 18th or 25th November 2025 To be confirmed.

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