



OTTERTON VILLAGE HALL COMMITTEE

Registered Charity Number 203780

Minutes for Annual General Meeting of the Village Hall Committee,
held in the Committee room on Tuesday 27th January 2026 at
7.00pm

1) Apologies for absence- Received from Belinda Shoemaker, Claire Lister and Jerry Fry

2) Approval of the Minutes of the Meeting held 3rd December 2025
The minutes of the previous OGM, having been displayed on the village website and village hall noticeboard, as well as having been emailed to all committee members, were taken as read. They approved the minutes as a true record of that meeting

3) Matters arising – No matters arising

4) Correspondence- No Correspondence

5) Annual Chair's Report for OVH 2025- **Otterton Village Hall Committee
AGM 27th January 2026**

Chair's Report

The biggest event of the past year has to be the installation of the solar panels. Special thanks must go to David for his work on securing the funding and organising the installation of this system. The sunny weather was well timed and the panels have so far been a great success for the village hall funds and also helping towards the green credentials of the shop and helping towards their energy costs.

Financially, the village hall have made about £1,000 for the period April to October.

Renewal of the shop lease the previous year and with working together for the joint benefit of the solar panels I feel the hall and the shop now have a very good working relationship and as both our main objectives is to serve the village, long may it continue.

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

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We have had issues with the boiler and the heating system is far from ideal but fingers crossed all seems to be working well now. Although as we have previously discussed the installation of a remote timer controller would make things much easier.

I wanted to say many thanks to Geoff for his weekly testing. This is very much appreciated.

Sadly, Emma Cooling decided to leave the committee after 13 years so our thanks must also go to Emma for her years of service.
On a positive note, we are grateful to Jerry for joining.

As we talked about in our last meeting, I do feel the hall needs some updating and we can discuss the outcomes from our walk round in the next meeting. However, I did meet with a group of people last week who are interested in hiring the hall for a walking event and their job is to visit a lot of halls along the 100 mile route to find suitable venues and they were very impressed with the kitchen facilities and the hall as a whole so that was quite encouraging.

The hallmaster booking system has proved to be very successful, both from a management point of view but also from ease of use for people booking the hall. Thanks to Julia and Sharon for implementing this.

Bookings are fairly consistent although it would be nice for the hall to get used more and to make the most of things like the projector and screen. The only regular weekly users we have are keep fit on a Monday and karate on Wednesdays. The school do use the hall for PE during the winter months and the Parish council for their monthly meetings.

The only regular users of the committee room are the OVA.

However, we do have quite a few ad-hoc users who book the hall for half or whole days at a time.

The average usage for the next couple of months is about 6.5 hours a week.

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So if anyone is good at marketing or has any ideas to increase the usage then please let us know.

I think we definitely need to look at a new website but can make this an agenda item for the next meeting.

6) Annual Treasurer's Report for OVH 2025 -SY

The OVH accounts are in credit with an end of year balance in reserves of £19765.33

The installation of the solar panels has generated a profit of £950 from the solar energy tariff paid by the village shop. The energy bills of both OVH & the village shop have benefited from the solar panels being installed.

Hall rental has increased by £300 over the year.

The Electricity tariff for the village hall has been renegotiated via a broker (Exchange Utility), we will now be on a new tariff with British Gas which should save £200 over the year.

The 2025 accounts are attached under Appendix 1. That the presented accounts for 2025 be approved, was proposed by Richard Witherby and seconded by Julia Bove

7) Election of officers- As there were no other nominations, Richard agreed to continue in the role of Chairman for the forthcoming year. Sharon Young expressed her wish to resign as Treasurer at the earliest possible date.

Action- Position of treasurer to be added to existing advertisement for committee member in monthly parish newsletter. Further advertisement to be published on village WhatsApp & Facebook groups.

8) Election of committee- Following the resignation of Emma Cooling, that the remaining committee with the addition of Jerry Fry, be elected was proposed by Richard Witherby seconded by Catherine Randall.

9) Annual Review of Hall Hire Charges. With the increase in energy prices, it was agreed by the committee that the current hall hire charges will remain without increase. They are seen as fair and remain in line with hire charges

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made by other local village halls. Regular hirers have accepted and are happy to pay the current charges.

10) OVH Wifi update - The Village shop will be responsible for the account, provision and maintenance of Wifi for the shop and village hall from May 2026. Jeremy Wakeling has made the decision to wait until the existing Wifi contract ends in May, when he will then set up a new 3 year contract with BT to include a phone line. Expected monthly cost to be £58.95, OVH will be charged at 10% of this monthly bill plus VAT for the wifi usage within the hall. The router will be installed in the shop. Coverage will be monitored to see if a booster is needed in the hall.

11) Community Shop Solar tariff/contract update – Jeremy & Ian have received the formal written contract. A 60/40 % split in the energy costs has been negotiated (Shop 60% and OVH 40%). OVH will invoice the shop every 3 months.

12) Any other business and proposed date for next OGM.-

- CR raised that Hall master email still registers JB as name on bookings raised.

Action- JB to call Hallmaster and get this changed.

- SY raised the need for a floor scrubber to be purchased to enable Bev to clean the kitchen floor more thoroughly. GP said that shop were facing the same issue, so will look into sharing the cost to purchase scrubber.

Action- GP to liase with shop & discuss purchase with SY

- GP asked if OVH Window cleaning could be extended to include the shop

Action- SY to contact existing window cleaner for prices

- Outside sheds- GP said that he would observe the sheds outside for any ongoing maintenance issues over the winter & inform RW of any issues raised.

Next OGM proposed for End of April 2026, date to be confirmed.

Appendix 1- OVH Accounts 2024-2025

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