



OTTERTON VILLAGE HALL COMMITTEE

Registered Charity Number 203780

Agenda for General Meeting of the Village Hall Committee, to be held in the Committee room on Wednesday 15th July 2026 at 7.00pm

Present-Richard Witherby (Chair), Sharon Young (Treasurer),
Julia Bove (Secretary), David Pankhurst, Jerry Fry, Cate Kay
& Gill Headington (Otterton Village Shop representative)

1) Apologies for absence- Claire Lister & Catherine Randall. Unfortunately Sue Britnell did not receive the information about the meeting.

2) Approval of minutes of the meeting held 22nd April 2026- The minutes having been circulated, were approved by the committee as a true record of the meeting.

3)Matters arising- Role of treasurer to be passed to Jerry Fry. SY and JF will liaise to arrange a convenient time to hand over.

4)Correspondence- Nothing to report

5)Chair's Report – Bookings for the hall are down and we only have a few regular sessions booked each week. Our website needs updating & we need to create a bigger presence on social media. JB will ask the community via the monthly newsletter; What events would they like to be held at the village hall?, What events have they enjoyed in the past?, names of organisations who may like to hold events, and whether anyone has any recent photos of events held at the village hall that could be used on the new OVH website & social media.

6)Treasurer's Report – OVH accounts are currently stable. However these are only slightly up on January due to drop in bookings.
Current Account £6067.67 Savings Account £18,891.17

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

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7) OVH Wi-Fi – RW reported that Wi-Fi is working well. MESH system is in place to ensure the main hall receives a strong signal. Extender cable possibly needed to extend signal into the committee room.

8) Community Shop Update – Nothing to report

9) Community Shop Solar tariff/contract update – DP reported that the output is lower than originally predicted by 365 at installation.

18/07 SY reported that she had spoken to Jeremy and there had been a misunderstanding about the solar panel output so no further action was necessary.

10) Updates on actions from previously minutes-

Solar- DP has looked at the panels and reported that he thinks they need cleaning. Committee discussed the best way to do this. We are currently waiting on a reply from a window cleaner who cleans solar panels. DP kindly offered to clean them, JF offered a pump and scaffolding tower.

Website- The committee agreed that the OVH website is looking a bit outdated when compared to other village hall websites. We discussed having a stand alone website rather than one that is within the Otterton Village website. CK has approached a local website designer and has received a quote for £1320-£1500. CK has kindly offered to 'mock up' a website for the village hall. The committee discussed what would need to be included in it. More up to date photos are needed of the village hall in use during various events as well pictures of the hall showing it's available facilities and equipment.

Publicity- CL has made a start at developing a social media presence, however she too needs some up to date pictures to include.

Health and Safety & Safeguarding- CK is reviewing our current policies. These are currently only in paper copy. CK will look at converting these to digital copies and updating them with details of Martin's Law. The committee agreed that the policy will be reviewed yearly.

Weekly Check of OVH- JF has been overseeing the weekly checks. There have been problems with locking the main door to the hall. A locksmith has been out to inspect and has suggested that the door will soon need to be

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replaced as it has been adjusted to it's limits. The situation will be monitored.

11) AOB- Nothing to report

12) Date of next meeting- Wednesday 14th October at 7pm

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