

# OTTERTON VILLAGE HALL

Minutes of the Re-Scheduled Annual General Meeting held in the Village Hall on Tuesday 4<sup>th</sup> February 2014 at 7.30pm.

Present:- James Pyne (Chairman), Joan Cullen (Treasurer), Emma Cooling, Rita Elliott, Clive Parnell, Andrew Sharp and Cheridah Stamford with approximately 60 interested parties from the village in attendance.

## 1. Chairman's Welcome

The Chairman opened the meeting with a welcome and thanks to all present for turning out on such an inclement evening, he then issued the statutory safety notices.

## 2. Apologies for Absence.

Apologies were received from Cllr. Ray Bloxham (E.D.D.C.) Cllr. Christine Channon (D.C.C.), Val Fowler, Cllr. Tom Simcock (OPC), Ro Smith and Peter Whatley

## 3. Minutes of the Previous AGM and Matters Arising.

The minutes of the 2013 AGM having been read out at the abortive AGM of 28<sup>th</sup> January, those present agreed to take them as read with no matters arising.

That the minutes of the 2013 AGM be accepted as a true record of that meeting was proposed by Joan Cullen and seconded by Emma Cooling and were signed off by the Chairman.

## 4. Reports.

### i) Chairman's Report.

The Chairman gave his report as under:

#### *"Kitchen Refurbishment*

*27<sup>th</sup> February-Joan and myself were met by Melanie Sealey from 'Making It Local' (MIL) for a "project engagement visit" at the Village Hall. The purpose of Mel's visit was to view the proposed kitchen refurbishment and see for herself it's worthiness for financial support; fortunately our "rather outdated" kitchen as it was described on the day was accepted and after the finer details of the drawn up agreement were explained the project in principle was ready to commence.*

*5<sup>th</sup> March -Myself and Joan met with Natalie (Howdens Kitchens) and Andy Mitchell (carpenter / kitchen fitter) . Andy from Skinners Construction and the scaffold planner also convened at the Hall kitchen so the building and refurbishment work could be discussed amongst all concerned parties and an order of proceedings established.*

*The builders skip arrived and scaffold was erected. Skinner Construction commenced removal of the outside chimney stack above the kitchen shortly after the Easter break with enlargement of the hatchway and then commencing shortly afterwards. Once the latter took place Andy Mitchell then removed the redundant kitchen units and work surfaces. Prior to this members of the Committee worked very hard indeed to remove surplus crockery, and countless accumulated clutter from a number of cupboards, whose contents have remained locked up and gathering dust for countless years within the kitchen.*

*My sincere thanks go in particular to Ro Smith, Peter Whatley, Clive, Joan, Doug and Emma for their part in the removal and re-installation of the new cutlery and crockery when it arrived. To this very*

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day I have no idea how the delivery man handled the boxes with the crockery and cutlery to the Village Hall; it was all I could do to wrestle them into the Hall on my own, they were so heavy I could not physically lift them !

Over the course of the spring and summer the kitchen took shape and once again members of the Committee took control of the stages of the build stepping in where appropriate to assist and making it their own project to work on.

A free coffee morning was held in the Hall to welcome village residents and those passing an opportunity to view the new kitchen facilities - there was an encouraging number of visitors to the Hall. For my part it has been sincerely gratifying to see the project develop into the well appointed, professional and smart facility it is to date - well done to all concerned.

Towards the end of July the kitchen refurbishment was more or less completed; a village wedding booking then facilitated the further painting and decorating of the main hall radiator surfaces and internal walls; our thanks go to Andy Mitchell and his team for carrying out the work and doing a splendid job.

*Fund raising - Fashion Show.*

In late August I received correspondence from Reverend Anne Charlton concerning the future of St. Michael's Church and due to the Church's planned temporary closure whether the Village Hall Committee would re-consider making available a space for a Community Shop on the Hall's premises. I was approached by a key member of the Otterton Village Shop Committee to discuss the aforementioned matter.

The Village Hall Committee convened and we discussed the prospect of a Community Shop at the Village Hall and we decided to repeat our offer of the area to the rear of the Hall which currently houses the storage sheds.

In October I was invited to 'Making It Local's' autumn funding fair where I was one of a number of speakers. I was asked to make a short presentation explaining the stages of the kitchen refurbishment from project start to completion; highlighting the ups and downs as the project progressed and took shape. It was a very informative evening indeed, one where a number of influential contacts were made which may benefit projects in the future and for my part it was a way of giving back to the Team from Making It Local given all the time and advice they have afforded myself and the Hall Committee in securing and fulfilling our kitchen refurbishment project.

A meeting was called on 16<sup>th</sup> January between 3 representatives of Otterton Village Hall Committee and representatives from Otterton Community Shop. Kindly chaired by Jane Smith, minuted by David Ottley and attending Councillor Ray Bloxham. After each Committee explained their reasons why certain areas of the Village Hall would be most suitable or detrimental in either case, those present of the Village Hall Committee repeated their offer of the area to the rear of the Village Hall. I believe the Shop Committee are presently considering our offer and we look forward to their response in due course.

I would just like to take the opportunity to thank my Committee members for their voluntary contributions to the Village Hall; Clive for mowing the lawn, putting out the bins and looking after the Snooker Room. Val, Cheri & Lorina for keeping the Hall tidy, alerting James of any problems and also

*for Cheri's regular donations to the Village Hall. Joan for acting as Treasurer, Tom for sitting in on the Committee as a representative of the Parish Council and for acting as Secretary. Ro Smith for his contribution to assisting in the project management of the kitchen and on-going Hall maintenance, Peter Whatley for his informative and amusing quiz nights and finally Emma for assisting with fund raising, teas and representing Otterton Primary School.*

*At this stage depending on the Village Shop Committee, pending response to our offer, Otterton Village Hall Committee are willing to assist it's representatives with their Community Shop venture should our offer meet with their approval*

*May I wish all present a healthy and successful 2014*

*James Pyne – Chairman of Otterton Village Hall Committee.”*

#### ii) Treasurer's Report

Copies of the accounts as well as a breakdown of the costs of the new kitchen, were circulated to those present. As at 31<sup>st</sup> December 2013, these showed the balance of the Current Account to be £3,993.08, the Reserve Account to be £6,894.92 and the Roof Fund Account at £13,290.42. The Treasurer went on to give her report as under:

#### **“Main Account**

##### Receipts

*The Takings are slightly down due to the alterations to the Kitchen Wall ,which caused a problem with the heating .The Donation was from the Old Vic and was used towards the decorating of the Hall*

*The Transfers were from the Reserve to pay for the Kitchen*

##### Payments

*South West Water has increased because until 2013 there was a problem with the meter and we were only paying a very nominal sum.*

*The Kitchen was a big expense but fortunately we had funds to meet these costs. For guidance ,the knocking down of the old chimney and rebuilding of the Hatch cost £5025,this included the cost of scaffolding.*

#### **Reserve Account.**

*We received two further Grants in 2013, £500 from Otterton Parish Council and £2,000 from Bernard Sunley.*

#### **Roof Fund Account**

*We received a Grant of £5000 from Garfield Weston, and, raised £486.50 from Quizzes, etc.”*

Mr. Price from the body of the hall, queried the income received from the Snooker Room as being very low. The Treasurer stated that she was aware of this and that it was currently under review.

That the 2013 Accounts be adopted was proposed by Emma Cooling and seconded by Andrew Sharp.

iii) Kitchen Status Report

The Chairman was pleased to report that after many months work, with the wiring in of the kitchen shutter the previous day, work on the kitchen refurbishment could now be considered as finally complete.

iv) Village Hall/Community Shop Status.

The Chairman outlined the background to the various offers and proposals that had been made to the Otterton Community Shop Committee (OCSC) thus far. As set out in his report above in 4i, originally the Village Hall Committee (VHC) had turned down OCSC's request to use the Committee Room but had instead offered the footprint of where the storage sheds stood. It appears that there had been some confusion by OCSC and they had misinterpreted it as the sheds themselves being offered rather than the footprint. The OCSC then switched their ideas to creating the shop within the church. After some time when it became apparent that the idea of locating within the church would not come to fruition for almost 2 years due to the work needed on the church roof, and following a letter to the VHC from the Rev. Ann Charlton, we were asked to reconsider. It was agreed at our meeting that the use of the committee room was non-negotiable as it was integral to the bookings for the main hall and therefore vital to the financial stability of the village hall. It was therefore agreed to repeat the original offer of the use of the shed footprint, this in spite of the fact that there would be a lot of work to be done in the clearing of the sheds of non-essential items and finding alternative storage for equipment that we did wish to retain.

On 16<sup>th</sup> January there was a meeting between three representatives of each committee, kindly chaired by the Chairman of the Parish Council, Cllr. Jane Smith. After this meeting we believed that common ground had been found and that OCSC, now they had been made aware that it was the whole of the shed footprint that had been offered to them, were receptive to our offer. However, it soon became clear that this was not the case and that they still wanted us to relinquish the committee room to them.

Since we learnt that the OCSC had rejected our offer of the shed footprint, we had a subsequent meeting and asked the representative of the Snooker Club whether, due to the lack of income coming from the snooker room, they would consider giving up their facility so the shop may take up residence there. This was given considerable thought and resulted in a lot of anguish. However, Clive Parnell as the Snooker Club representative, in consultation with other players, agreed to suspend their use of the snooker room for 2 years to give the OCSC sufficient time and opportunity to gauge if their project would prove to be the success they hoped it would be. This offer was with the proviso that the snooker table was not moved and that it would be covered with a protective board so that the Community Shop could use it without any damage being inflicted upon the table.

The Chairman emphasised how hard a decision this had been for the Otterton snooker men but he believed this to be the right decision insomuch as the snooker room was located in a prominent position in the centre of the village but deliveries would be via Ropers Lane and so not cause congestion in the main street. Furthermore, the disabled ramp would give smooth access for any delivery trolleys. Again he emphasised that this offer was for 2 years and thereafter subject to review by both parties.

Mrs. Price wished to publicly thank Clive and his fellow snooker players, she appreciated that this must have been an agonising decision for them.

v) Current Funding

The funding body 'Making it Local' had kindly agreed to fund match us to the tune of £7k. As well as this, Cllr. Christine Channon had very generously offered us support in the region of £11-12k.

5. Appointment of the Committee of Management.

i) Five Elected Members.

The following names were put forward for election to the full committee:

	<b>Name</b>	<b>Proposer</b>	<b>Seconder</b>
1	James Pyne	Andrew Sharp	Emma Cooling
2	Joan Cullen	James Pyne	Emma Cooling
3	Andrew Sharp	Joan Cullen	Cheridah Stamford
4	Rita Elliott	Andrew Sharp	Joan Cullen
5	Sue Mogers	James Pyne	Emma Cooling
6.	Clare Mills	James Pyne	Anne Bevan
7	Catherine Randall	Vivian Crump	Jill Gladstone

Since there were seven members applying for the five places on the committee, there followed some discussion to determine the protocol that should be followed and whether a vote should be taken for each member to decide which five would sit on the committee. During the discussion, Clare Mills agreed to serve on the committee as a co-opted member, this co-option to be formally ratified at the next OGM. Similarly, in Catherine Randall's absence, it was agreed that, subject to her willingness to serve as a co-opted member, this would also be undertaken at the next OGM.

As a result of the above, no vote was deemed necessary and therefore the following names were voted onto the committee en bloc proposed by Emma Cooling, seconded by Briony Sharp:-

James Pyne  
Joan Cullen  
Andrew Sharp  
Rita Elliott  
Sue Mogers

ii) Seven Representative Members

The following names agreed to serve as representatives of their organisations

	Name	Organisation	Proposer	Secunder
1	Tom Simcock	Ottertton Parish Council	Emma Cooling	Briony Sharp
2	Clive Parnell	Snooker Club	Sue Mogers	Andrew Sharp
3	Emma Cooling	Ottertton School	Andrew Sharp	Joan Cullen
4	Sue Tibbott	Garden Club/Shortmat Bowls	James Pyne	Joan Cullen
5	Cheridah Stamford	Sidmouth Dog Club	Briony Sharp	Clive Parnell
6	Jill Gladstone	OCSC	Vivian Crump	Sue Tibbott
7	To be Advised	Ottertton PCC		

iii) Two Co-opted Members

Clare Mills and Catherine Randall (see 5i above)

6. Need for a Notice Board.

It was conceded that an exterior notice board was needed for the Village Hall to publicise forthcoming events in the hall and also to inform the public regarding the development of the Community Shop. Such a notice board would need to be bespoke and therefore not a cheap item.

7. Advertisement of Hall and Club Activities.

It was suggested that more use of the Parish Newsletter was made to advertise both hall and club activities. Sadly it was noted that some people did not read this excellent organ of publicity but instead, immediately consigned it to the bin. More use of the Village Website should be considered as well as full use of the notice board once it was installed. The Chairman asked for a volunteer to take on the role of Events Organiser, nobody was immediately forthcoming.

8. New Members/New Events/New Activities.

The Chairman urged each club to actively recruit new members, also to consider new events and activities that the hall could host. The demise of the Youth Club was regretted as it was felt that it was important to engage with the youngsters of the village. It was believed that there had been no shortage of members but it's failure to thrive was due to a lack of Youth Leaders to run it.

9. Schedule for Shed Clearance.

As a result of the new offer to the OCSC, it was thought that the clearance of the sheds was not as pressing as it had been. However, there was a lot of redundant equipment that needed to be cleared. Anne Bevan suggested that names should be collected of those who would be willing to assist in the clearance of the sheds.

10 Review and Development of Stage Storage Options.

The Chairman agreed that we should find out how the current Fire Regulations affect our storage of material under the stage. It was noted that East Budleigh Hall did this successfully but it was conceded that their tables were not wooden. Clarification would be sought.

11. Repainting of Exterior Walls.

It was agreed that this would soon have to be done and that the outside walls of the Snooker Room were looking particularly shabby.

12. Review Hall Heating.

Despite the boiler being fairly modern, it was conceded that the radiators were quite elderly and were not working efficiently. The Chairman said that it was time that the heating system was upgraded as the hall took a long time to warm up, if at all, in cold weather. A lady from the body of the hall, suggested we investigate the use of solar panels and the Chairman agreed to investigate this as an option

13 Any Other Business.

Kim Noble recorded a vote of thanks to both committees.

Having set the date of next year's AGM as 27<sup>th</sup> January 2015, the meeting closed at 9.12pm.

Accounts attached Pages 8 and 9

## OTTERTON VILLAGE HALL ACCOUNTS 31.12.2013

Receipts			Payments		
£4,459	Rents	£4,157.00	£912	Hall Cleaning	£905.39
£367	Snooker	£289.30	£67	S.W.Water	£152.23
£436	Short Mat Bowls	£362.50	£306	EDF Electrics	£254.00
£6	Wayleave	£6.86	£1414	Gas	£1,119.40
£0	Donation	£500.00	£588	Insurance	£615.89
£0	Refunds	£161.64	£111	Fire Tests	£105.60
		£5,477.30		New Kitchen	£18,614.20
			£131	Sundries	£48.27
			£111	R & R	£659.62
	Transfer In	£18,000.00		EDDC	£319.14
				Decorate Hall	£723.54
		£23,477.30			£23,517.28
	Balance 31.12.12	£4,033.06		Balance 31.12.13	£3,993.08
		£27,510.36			£27,510.36
RESERVE ACCOUNT 31.12.2013					
	Ottertton P.C.	£500		Transfer Out	£18,000.00
	Grant – Sunley	£2,000			
	Interest	£7.05			
		£2,507.05			£18,000.00
	Balance 31.12.12	£22,387.87		Balance 31.12.13	£6,894.92
		£24,894.92			£24,894.92
ROOF FUND ACCOUNT 31.12.2013					
	Grant	£5,000.00			
	Fund Raising	£486.50			
	Interest	£6.42			
		£5,492.92			
	Balance 31.12.12	£7,797.50		Balance 31.12.13	£13,290.42
		£13,290.42			£13,290.42

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## Breakdown of Cost of New Kitchen

	Dishwasher	£1,408.00
	Skidders	£5,025.60
	Electrician	£918.40
	Table	£215.98
	Fridge and Microwave	£250.00
	Floor Repair	£396.00
	Resurface	£464.00
	China	£2,591.04
	Howdens	£3,596.04
	Disconnect Gas	£54.00
	Mitchell	£1,093.29
	Plasterer	£180.00
	Plumber	£258.88
	Cooker	£600.00
	Shutter	£621.12
	Boiler	£941.85
	Total	£18,614.20