

Otterton Village Hall Committee (OVHC)  
Ordinary Meeting – 25 February 2014  
Minutes

Present:

James Pyne, Chairman: Joan Cullen, Treasurer: Tom Simcock, Secretary

Other members of the Committee of Management present:

Cheridah Stamford, Clive Parnell, Andrew Sharp, Jill Gladstone, Rita Elliott, and Sue Mogers.

Apologies: Emma Cooling, Sue Tibbott and Catherine Randall.

Devon County Council (DCC) was represented by Christine Channon

The Minutes of the previous OVHC Meeting, were agreed, approved and will be signed as accurate.

The main purpose of this meeting held so soon after the recent AGM, was to understand what the Hall Committee will require of the Otterton Village Community Shop Committee (OVCS) when it undertakes temporary use of the OVHC Snooker Room for its shop.

The Chairman outlined the current situation as is known to OVHC, noting specifically that a letter had been received from the lessor, Clinton Devon Estates (CDE) which outlined what it expected OVHC to present to CDE, for consideration and legalisation (Deed of Variation) before the Snooker Room can be used for a different (ie – shop) purpose. (Copy attached to these minutes.)

In principal CDE is supportive, but needs

- 1 To see a copy of the agreement between the Hall and the Shop.
- 2 To see a Business Plan from the Shop
- 3 Confirmation that the Hall's insurers will provide cover for a "commercial" (CDE wording) venture
- 4 A photographic record of current condition of the Room, plus a list of works that will be carried out to convert the Billiards Room to a Shop

Finally, CDE will refer all of this to its solicitor in order to produce a Deed of Variation for the Lease, and CDE expects that all its legal fees will be met by OVHC and/or OVCS.

The Chairman then proceeded to review the minutes of a previous informal meeting held between members of both OVHC and OVCS (copy attached to these minutes) and a discussion ensued around the matters discussed at the informal meeting. Decisions taken are listed:

- 1 LEASE. – It seems that a lease should be created between OVHC and OVCS for use of the room and submitted to CDE in due course and CDE will need to create a Deed of Variation. The lease should contain a clause which commits OVCS, when leaving the premises, to re-instate the room to its former state and a financial reserve will be expected. It was decided that the offer from a village resident that OVHC employ a solicitor to create a legal document on its behalf be adopted.

- 2 BUILDING INSURANCE. – The Treasurer will check on the insurance situation noting that the shop is not intended to be “commercial”
- 3 ALARM. – OVHC had no objection to OVCSC installing an alarm system, or to changing the locks.
- 4 PLANNING. – The DCC representative confirmed that East Devon District Council (EDDC) will require to a “change of use” and “signage” planning application for its approval.
- 5 INSULATION. – No progress report was available from OVCSC regarding insulation, but it was also noted that this item ought to be included in the planning application.
- 6 SNOOKER TABLE. – It was reported that the cost of removal and storage of the table would be cost prohibitive and could lead to damage that cannot these days be replaced (ie: the thickness of the slate is no longer replaceable since it isn’t installed in modern tables.) OVHC has therefore rejected this proposal from OVCSC. Covering of the table will need to be approved prior to installation.
- 7 FLOOR REPAIR. – It is believed that OVCSC understands this suggestion.
- 8 PAINTING. – OVHC does not believe this to be essential, but will not prevent OVCSC painting the ceiling if required.
- 9 TELEPHONE. – It will be the responsibility of OVCSC to arrange for a telephone, letter box and any/all other such requirements.
- 10 SIGNAGE. – See 4 above.
- 11 FUNDRAISING. – Nothing further to report
- 12 RENT. – A proposal was made that the annual rent would be £750, but could be adjusted if EDDC wanted business rates from OVCSC.
- 13 ELECTRICITY. – Done
- 14 HEATING. – Since this item could have a cost impact to OVHC it should be established by OVCSC prior to creation of the lease.
- 15 RECYCLING. – Noted. DCC representative will look into this and provide accurate information as to disposal of shop and Hall waste items.

Above items numbered 11, 12, & 14 need further discussion and agreement.

A sub-committee of Joan Cullen and Andrew Sharp was agreed to undertake liaison on all matters with OVCSC on behalf of OVHC.

## OTHER ITEMS

### Hall Roof Funding:

The DCC representative provided forms of application for DCC available funding which were signed by the Chairman and Treasurer and will be returned to Christine Channon prior to the 10 March 2014 deadline. OVHC will continue to seek funding for roof replacement. During ensuing discussion it was realised that this task is not as urgent as was once supposed. However, the roof will need repair/replacement in a year or two.

A request was received from OVCSC that OVHC obtain a plan of the outside of the Hall from CDE.

A provisional date for the next Quiz Night was set for 29 March 2014.

There will be a Fashion Show on 4<sup>th</sup> April 2014, commencing at 6:45PM.

Since redevelopment of the kitchen it was noted that considerably more activities have occurred and continue to increase. This has stretched the support activities volunteers to the limits, and a request was made that more committee members accept that they should provide much needed assistance to the few current volunteers to:

- A put out and put away tables and chairs, and
- B undertake kitchen duties.

Also, the provision of kitchen support materials is sadly lacking now that Hall usage is increasing. Items such as table cloths, tea towels, additional utensils, and similar items need to be purchased. Perhaps bunting could also further enhance the Hall ambience as well as a “litter pick” outside of the Hall.

It was perceived that further sub-committees are needed. For instance in: Fundraising, Promotional activity, Bookings, etc. Sue Mogers has agreed to look into fundraising, and hopes to enlist other helper(s)

The Chairman announced his retirement from office and was roundly thanked for the sterling work he has provided over the past eight years. No member present volunteered to undertake this task, but perhaps a new Chairperson can be found before the next meeting.

The Secretary also stood down and will be replaced by Andrew Sharp.

Date of next meeting: To be announced