



TTERTON VILLAGE HALL COMMITTEE

Minutes of an Ordinary General Meeting of the committee held in the Main Hall on Tuesday 2nd September 2014 commencing at 7.30pm.

Present: Andrew Sharp (Hon. Secretary) Joan Cullen (Hon. Treasurer) Emma Cooling, Rita Elliott, Jill Gladstone, Sue Mogers, Clive Parnell, Catherine Randall, Tom Simcock, Cheridah Stamford and Sue Tibbott. There was one member of the public in attendance.

Andrew Sharp agreed to act as Chairman for the meeting.

- 1) **Apologies for absence.** Apologies had been received from Clare Mills and Jim Pyne.
- 2) **Minutes of the last meeting.** The minutes of the last meeting held on 21st May 2014, having been circulated were signed by the Acting Chairman as a true record of that meeting
- 3) **Matters Arising.**
 - (i) **Kitchen Utensils.** Emma & Sue M had compiled a list of requirements but would wait to see what income came in from the sale of coffee, teas and the raffle at the forthcoming Ellingtonia concert. When they knew what monies were available they would then make a trip to Macro or similar. **ACTION SM/EC**
 - (ii) **Keys and Keyholders.** Andrew confirmed that this was ongoing as he had not been able to devote much time to it of late. **ACTION AS**
 - (iii) **'A' Boards.** Jill had searched on line for a suitable product but had been overcome by the plethora of types available. She would continue the quest. **ACTION JG**
 - (iv) **Accident Book.** Joan confirmed that both the accident book and first aid kit were in place.
 - (v) **Hall Newsletter.** Sue M and Emma had come to a grinding halt on this project until such time as they were able to come up with more content.
 - (vi) **Hall Chairs.** Joan had learned that our current chairs were not of a type that clipped together.
 - (vii) **Storage.** Andrew had met with Jim Pyne and they had discussed what could be thrown away and what should be retained. Andrew would do a trip to the recycling centre on his return from holidays. Joan had checked with East Budleigh concerning their stage. Apparently a previous chairman had completely rebuilt the stage to achieve the enhanced storage capacity. This was thought to be too major a project for us to undertake. Sue T kindly offered to check with Newton Poppleford Hall how they had achieved storage beneath their stage - **ACTION ST.** Andrew had met with Cheridah to consider the pungent odour emanating from the old Doctor's Surgery. He was not sure if it was the carpets that smelt but thought it may be rot in the floor causing the issue. Cheridah kindly agreed to move the carpets out of that

room at a future date for a fortnight or so both to establish the cause of the smell and to allow access to the floor below. **ACTION AS/CS**

- 4) **Correspondence**. There was none.
- 5) **Treasurer's Report**. The General Fund stood at £4,438.71 with the Reserve on £6,894.92. The Roof Fund was at £14,025.36.

At the Church Fete we had made £55.30 on the Human Fruit Machine, this had proved to be a fun way of raising money.

Hall bookings had increased. More people seemed to be looking for a venue for parties etc. She hoped that a Yoga class could be started as she had received several enquiries. We also have a new Keep Fit class on Monday evenings.

Clive had delivered to Joan £110 on behalf of the Snooker Club. This covered the use of the snooker table for the period following the decision made at the AGM to convert the snooker room into a Community Shop.

- 6) **Community Shop Underlease**. The sub committees had got to the stage of the lease being almost ready for signing. Version 7 had been circulated to all members and we had since received a final draft. Andrew went through all the differences between the two versions. Amongst queries raised by Tom Simcock were where the newspapers were going to be stored, he hadn't received the coloured plan which indicated this. He also thought that Clause 8.3.3. read as if the shop committee would determine when the whole of the hall should be redecorated; he was assured that this was not the case as it included the phrase "whenever reasonably required". Another query raised by Tom was what Clause 3.1.10 meant. It was thought that this ensured that the village hall would not knock down any walls that would affect the integrity of the shop. However, it was thought prudent to check this with the solicitors. Tom's final query was that contained within the letter from the shop committee regarding the storage of the non-slate components. It was explained that the storage of these items within the snooker room was only until such time as the strengthening of the roof of the doctor's surgery had been completed. Once these labours had been done, these items could then be stored above the surgery.

After further discussion it was agreed that the date of the implementation of the lease should be midnight on 14th September 2014. Emma proposed that both this date and the lease itself be accepted; this was seconded by Sue M and agreed by those present.

- 7) **Village Hall Trustees**. Following our last meeting, the duties and responsibilities of being a trustee of the hall had been circulated to all members. There had been one or two queries that had been answered in the interim, but all those present were willing to take on the duties as explained and signed to show their willingness to serve in that capacity.
- 8) **Village Hall Constitution**. Andrew informed the meeting that as most members were aware, our constitution had over time become woefully inaccurate. He asked that a sub-committee be formed to remedy the situation and bring it up to date. Emma, Catherine

and Tom all agreed to form a sub-committee to review and renew the current document. **ACTION EC/CR/TS**

9) **Chairman Vacancy**. We were still short of a Chairman. Andrew asked if anyone would be prepared to take on the role, nobody was forthcoming. Joan suggested that since Andrew had been acting in this role unofficially since the resignation of James, he should formally take on this position. Andrew confirmed that he had checked with both the Charity Commission and our current constitution, there was nothing that prevented the Secretary also becoming Chairman; therefore he agreed to act as Chairman until the next AGM. This was proposed by Joan, seconded by Jill and agreed by those present.

10) **Building Maintenance** Andrew confirmed that the painting of the west elevation together with the gable end of the snooker room would commence on 15th September. It was thought that if this repaint rendered the remainder of the hall as shabby, then we may ask them to decorate the rest of the exterior.

The condition of the floor of the snooker room would be revealed once the snooker table had been moved and the carpet lifted. It was feared that we may find this to be in a parlous state with some joists in need of replacement at considerable expense. Jill suggested that should this prove to be the case, then perhaps we could ask Christine Channon to divert some of the £12,000 reserved for the roof to defray some of the envisaged flooring costs. Clive had been told that with the building of Kittiwake adjacent to the hall, problems with dampness within the snooker room had begun. He also said that there had been a leak from the waste pipe from the basin in the doctor's surgery which had discharged on to the snooker room floor.

Andrew drew the meeting's attention to the weeds growing on the outside of the roadside wall, this despite Catherine's labours at our action day earlier in the year. It was agreed that these weeds should be sprayed with weed killer. **ACTION AS**

11) **Fundraising**. Joan confirmed that Peter Whatley had kindly agreed to hold another Fun Quiz. This was to be held on Friday 10th October.

Sue M told the meeting that the at the forthcoming Ellingtonia concert the profit from the sale of Tea/Coffee as well as proceeds from the raffle would be for the benefit of hall funds. She appealed for the donation of cakes and help for the evening and urged members to spread the word to ensure maximum ticket sales. **ACTION SM**

Suggestion for future fundraising events included a Promises Auction, an Antiques Roadshow Evening and a Grand Draw with an extended closing date and attractive prizes.

12) **Any Other Business**. Sue T raised the subject of bunting, she was in the throes of making some for the garden club but thought that the hall could do with some of their own. Tom informed the meeting that his daughter had made about 150m of bunting which he thought she would be pleased to hire out or sell. He was asked to enquire how much she would want for this bunting. **ACTION TS**

Sue M enquired about the piano currently on the hall stage and to whether this ought to be moved on due to lack of use. It was conceded that it was in need of tuning and some

keys were sticking. It was also pointed out that if it was in tune on the stage then by the time it had been lifted down to the floor it would be out of tune. Sue M agreed to put something in the newsletter to see if anyone wanted to take it on. On the same note, Andrew had spoken to Pat Parkin concerning the organ in the committee room that she had donated. She had agreed that we could move this instrument on as it had not been used since it's receipt. **ACTION SM**

Joan had been trying to find a home for the table tennis table that was also taking up space in the committee room. She had been in touch with and was awaiting an answer from Sidmouth Boy Scouts as to whether they could use it. **ACTION JC**

Sue M enquired as to whether hirers were given a contract showing what was expected of them. We had recently had a problem with the chairs not being left as required, the fridge door left open when switched on and a window left open. Joan said that only about 40% of hirers were on e-mail so communicating contracts/agreements would not be easy.

Emma said that the church was looking to extend it's annual Christmas Bazaar to other groups within the village. **ACTION EC**

Tom Simcock proposed a vote of thanks to Andrew & Joan for the work done on the sub-committee working with the shop committee, this was seconded by Emma.

There being no other business and with the date of the next meeting to be advised, the meeting closed at 20.48