



OTTERTON VILLAGE HALL COMMITTEE

Minutes of an Ordinary General Meeting of the committee held in the Committee Room on Wednesday 8th April 2015 commencing at 7.30pm

Present: Andrew Sharp (Chairman & Secretary) Joan Cullen (Hon. Treasurer) Emma Cooling, Rita Elliott, Sue Mogers, David Pankhurst, Clive Parnell, Catherine Randall, and Sue Tibbott. John Edmonds was present to answer questions on behalf of the Community Shop.

David Pankhurst and John Edmonds were welcomed to the meeting.

- 1) **Apologies for absence.** Apologies had been received from Jill Gladstone, Tom Simcock and Cheridah Stamford.
- 2) **Minutes of the last OGM.** That the minutes of the last OGM meeting held on 28th January 2015, having been circulated, were signed by the Chairman as a true record of that meeting.
- 3) **Matters Arising.**
 - (i) **Village Hall Constitution.** The Chairman had written to the Charity Commission enclosing the revised constitution and seeking their approval. After much chasing, some six weeks later an email had been received from them which, when translated into everyday English, apparently said that we did not have to ask their permission but could lodge the revision on-line. Catherine kindly agreed to pursue this. **ACTION CR**
 - (ii) **Piano.** Andrew confirmed that the piano had been found a good home by the lady who organised the tap dancing show. The organ had not been found such a home and was likely to end up at the recycling centre.
 - (iii) **Community Shop Signage.** John Edmonds confirmed that the new yellow sign was now being used instead of the proposed feather flag. They might need a supplementary sign as, when looking up Ropers Lane you could not actually see the shop. All these signs would be taken in when the shop was closed and therefore would not require planning permission.
 - (iv) **Hall Stage Curtains.** Sue M had been in touch with Colaton Raleigh and had learned that fire retardant treatment to any new curtains could be sprayed on in situ.
 - (v) **Representative Members.** Andrew had written to the PCC and the Twinning Association to ask if they wished to be represented on the hall committee. Joycelyn le Masurier for the PCC had said that they would ask a new member of the Raleigh Mission Team who was yet to start, to sit on our committee. For the twinning, Ian Blackwell had replied that David Pankhurst would be representing them.
- 4) **Correspondence.** A letter had been received from the Community Shop asking if there was any possibility of their using one of the hall sheds for storage. It was agreed that they could have the use of the old Emergency Committee Shed (No.5). The shed would

need to be cleared out and would be offered rent free as long as they supplied their own electricity. The Chairman agreed to write to confirm this arrangement. **ACTION AS**
Whilst corresponding with the Twinning Association about a representative, the matter of the twinning cabinet and framed artefacts had been raised. Ian Blackwell had replied that the cabinet had been a gift to the village to display mementos of all the village organisations, as had the other items. It was agreed that perhaps the framed items could be displayed in the foyer of the hall so that the visiting French could easily see them. It was agreed that the cabinet could stay in the Committee Room for the time being.

- 5) **Treasurer's Report.** The General Fund stood at £2,139.53 with the Reserve on £13,631.16. The Roof Fund was at £25,537.78.

Joan was pleased to announce that our application to the Lottery Fund had been successful and that we had been awarded £10,000 towards the new roof as well as £750 from Sir John & Lady Amory's Charitable Trust. £200 had been received from the Community Shop, this being their quarterly rental charge. The Quiz Night had raised £252 and that a recent Art & Crafts Fayre had paid hire charges of £70. She would contact Mr. Hann to check that he wished to confirm the later dates that he had proposed. **ACTION JC**

- 6) **Roof Refurbishment.** With the award from the lottery, we were now able to afford to go ahead with the roof. We had not yet received a written quotation from South West Slating and Tiling but they had intimated that it would be around £40,000 plus VAT. A revised price had been received from DJH Roofing but this was for £39,000 plus VAT, an increase of over £7,500 on their quotation of last year. However, we had received a quotation from SRS Roofing of Exmouth for £27,000 plus VAT. The Chairman had made enquiries locally and SRS appeared to be a reputable company. They required a lead time of 3 months prior to starting work and we were minded to give them the go ahead. Before we issued them with instructions both Sue M and Claire offered to make enquiries through their contacts and report back within the next couple of days. **ACTION AS/SM/CM**

It was queried whether there was some mechanism whereby we could save ourselves the VAT. The Chairman reported that he had spoken to Customs and Excise but they had informed him that charities were only exempt from VAT on new buildings or works that would benefit the disabled. In the past the Parish Council had claimed back VAT on our behalf but he would speak to "Devon Communities Together" for their advice. **ACTION AS**

- 7) **DARE Report/Hall Heating and Insulation.** The independent report from Devon Association for Renewable Energy (DARE) had been circulated to all members present. The Chairman recorded his disappointment that the report had missed some issues and had been misleading in other areas. There was no mention of the incorrect positioning of the room thermostat within the hall and that it had recommended cavity wall insulation when the majority of the hall was not of this construction. Also, it suggested 300mm insulation to the roof when, being a vaulted ceiling, it had transpired that it was only possible to insulate the horizontal areas. David Pankhurst suggested that a material

such as “Thinsulate” could be placed between the rafters during the roof refurbishment. One other radical suggestion was to have an insulated suspended ceiling which could incorporate low energy lighting. This would make the hall so much warmer but would hide the ceiling which was so much a feature of the hall. We would also have to consider the effect such a project would have on the acoustics of the hall. The Chairman stated that, if this proposal proved to have legs, then before making a decision to go ahead, since the hall belonged to the villagers, the whole village should be consulted. A visit from another independent consultant had been arranged for April 16th, since the Chairman would be away on this date Joan had kindly agreed to meet with him. We were hopeful he would be able to give us good advice on the areas that DARE had missed. **ACTION AS/JC**

- 8) **Hall Cleaning.** There had been several issues of the hall not having been left in a clean condition since our last meeting. Not only that but other requests such as leaving the fridge door open when not in use and leaving the chairs not stacked but spread out around the perimeter of the hall, were being ignored by some users. We had previously had discussions about a Hirers Agreement as used by other halls but so far we had done nothing about it. Sue and Catherine kindly agreed to form a sub-committee to nail this ongoing issue and come up with an agreement of our own that could be issued to all hirers. This would clarify what was expected of them and point out that the hall charges were kept low because we didn't employ a caretaker. **ACTION SM/CR**

Clive raised the issue of the Recycling and Kitchen Waste boxes that he had to put out every week. On some occasions these were quite disgusting and inappropriately sorted, he wondered whether the cleaner could be prevailed upon to do this job every week. It was agreed that we should discontinue the blue box and this material should go into the landfill bin. Emma suggested that we also do away with the green recycling bin and put a notice asking users to either put recyclable material in the landfill bin or take it home with them. **ACTION EM**

- 9) **Sheds and Storage.** Sue T had met with a contractor to get a price for utilising the area under the stage so that the Short Mat Bowls carpets could be slid underneath on bespoke trolleys. This price had been silly money so she had subsequently met with Andy Mitchell. So far he hadn't been able to come up with a price as he was having issues sourcing the wheels for the trolleys. Sue wondered whether she could ask him to convert the corner of the moveable stage section so that this could be used as a storage area. It was agreed that he should be asked to quote for this work. **ACTION ST**

Andrew had taken two trailer loads and a car load of various items from the sheds to the Recycling Centre. However, there was still a quantity of material to go. He asked Sue M and Emma to see if they were able to utilise any of the equipment from the Youth Club Shed **ACTION SM/EC/AS**

- 10) **Fundraising.** It was agreed to ask M & Co if they would be willing to hold another fashion show in the autumn, this was a popular event and made some money without too much effort. **ACTION JC**

The idea of a Breakfast Morning was mooted. The school had done this successfully last year but were unlikely to do one this year. Sue M and Emma were willing to organise

this but only if they had the full support of committee members to help out on the day. It was agreed that October would be the best time to do this. **ACTION EC/SM/All**
Joan informed the meeting that applications for further grants were in to Bernard Sunley, Trusthouse Charitable Foundation and Garfield Weston, she would be making an application to EDDC in the next qualifying period of May. Andrew had applied to the Jewson Building Better Communities fund for £5,000. **ACTION JC**

11) Any Other Business.

The Community Shop had reported to Joan that one of the double glazing units in the shop had blown. Emma kindly offered her husband to see if he could organise a replacement unit. It was stressed that since he had kindly offered to replace the window handles in the main hall for free, we weren't expecting him to replace this window for free. **ACTION EC**

Joan had received a request from Brian le Masurier, the organiser of the forthcoming SPACE Concert, if we could have a look at the grey tab curtains on the stage. There were several hooks missing and they were jamming over a join in the curtain track. We were going to be hard pressed to remedy this before their dress rehearsal next Wednesday. It was at this point that Sue M wondered whether there was a handyman in the village who would be willing to do some jobs for the good of the hall. It was agreed that it was worth putting something in the newsletter to this effect. **ACTION SM**

Joan also told those present that she had discovered two of the cupboards to be full up with half pint beer glasses. She had no idea where they had come from and it was agreed that she should offer them to the pub. On the subject of the kitchen cupboards, Sue M said that some of the mugs at the back of the cupboards smelt and tasted very musty, they should be thoroughly washed before use. **ACTION JC**

Andrew suggested it would be worth putting door closers on the doors in the passage and toilets. These were often left wide open and therefore made heating the hall more of a challenge. It was agreed that he should source these and that a handyman, if forthcoming, could fit them. **ACTION AS**

There being no other business and with the date of the next meeting to be advised, the meeting closed at 20.45