



OTTERTON VILLAGE HALL COMMITTEE

Minutes of an Ordinary General Meeting of the committee held in the Committee Room on Wednesday 5th August 2015 commencing at 7.30pm

Present: Andrew Sharp (Chairman & Secretary) Joan Cullen (Hon. Treasurer) Emma Cooling, John Fudge, Jill Gladstone, David Pankhurst, Catherine Randall, Tom Simcock, Cheridah Stamford and Sue Tibbott.

1) **Apologies for absence.** Apologies had been received from Rita Elliott, Sue Moger, Jim Pyne and Claire Mills.

2) **Co-option of Additional Committee Member.**

Tom Simcock having resigned as the representative of the Parish Council had expressed his desire to remain on the hall committee. It was therefore proposed by Cheridah Stamford seconded by Joan Cullen that he be co-opted on to the main committee, this was agreed unanimously.

3) **Minutes of the last OGM.** That the minutes of the last OGM meeting held on 8th April 2015 having been circulated, were a true record of that meeting. Proposed by Sue Tibbott seconded by Cheridah Stamford and agreed by all present.

4) **Matters Arising.**

(i) **Community Shop Shed Storage.** The Chairman confirmed that the shop had been given the use of shed no. 4 for storage. If in the future they wished to run any electrical equipment in the shed, then permission should be sought from OVHC.

ACTION: Resolved

(ii) **Craft Fair.** Joan advised the meeting that Mr. Hann had now confirmed dates for the rest of the year. **ACTION: Resolved**

(iii) **Dishwasher.** A problem had arisen at a Garden Club gathering when an unpleasant odour engulfed those present; this was later traced to the dishwasher which had not been cleaned by the previous user in accordance with the issued instructions. To ensure this would not happen again, the cleaner had been tasked to check the dishwasher every week and clean if deemed necessary. **ACTION: Resolved**

Sue T asked if we had followed up the idea of using Rinse Aid in the machine. Andrew replied that they had not but would review its necessity over the coming months. **ACTION AS**

(iv) **Hall Cleaning.** As agreed at the previous meeting, due to their misuse, the recycling boxes had been removed. Should hirers wish to recycle, then they had the option to take the material and dispose of in their own recycling boxes. **ACTION: Resolved**

(v) **Hirers Agreement.** Catherine and Sue M had not managed to get together to draft up a hirers agreement. Catherine reported that she would shortly meet with Sue and produce a draft to present to the next meeting. **ACTION: CR/SM**

- (vi) **Handyman.** Sue M had put a note in the Parish Newsletter asking if there was any handyman willing to help out with jobs for the hall. There had been only one response, this was from Ro Smith who kindly offered his services **ACTION: Resolved**
- (vii) Andrew had tried unsuccessfully to contact Devon Communities Together to obtain advice on how a charity might be exempt from VAT. Although he thought it unlikely to receive a positive answer, he would continue to try. **ACTION AS**

5) **Correspondence.** Any correspondence that had been received since the last meeting would be dealt with under specific item headings.

6) **Treasurer's Report.** Since the last meeting, we have managed to obtain over £8,000 in donations and grants; £5,000 of this was from the Norman Family Trust. These sums have been added to the Reserve Account towards the cost of new central heating and other projects such as the replacement of the boiler room door and frame, repairs to the window locks, the large window in the Community Shop, and the new door handle to the Committee Room as required by the Fire Safety Officer.

We also have a promise of £1,000 from the Bernard Sunley Trust towards the heating with the proviso that we raise the balance ourselves. Andrew had also applied to EDDC for a £5,000 grant under their Community Buildings Fund; we would be likely to learn if this has been successful early in September.

Current balances are as follows, Current Account £1,845.93, Reserve Account £21,610.42 and Roof Account £25,243.38.

Tom Simcock recorded a vote of thanks to Andrew and Joan for their work in obtaining grants and donations but asked if the accounts could be circulated. Andrew said that he would put the figures in the minutes of the meeting.

7) **Hall Heating.** We had received three quotations for upgrading the hall heating, the highest was for £5,000, and the lowest from DSJL Plumbing and Heating was for £2,700. This quote included replacing all the radiators, with the exception of the newer ones in the kitchen, and fitting extra ones in the toilets and in the lobby. It was felt that the one in the lobby was unnecessary and we would look for a reduction for this omitting this radiator. It was proposed by Jill Gladstone that this quotation be accepted, this was seconded by Tom Simcock and agreed by all present. There was some discussion regarding the positioning of the thermostat and whether it should be accessible for hirers. The point was made that classes such as keep fit would not require the hall to be as warm as the temperature required by more static groups. It was therefore thought prudent to consult with users and adjust the timers to fire up the boiler at a time in advance to suit their requirements, they could then adjust the temperature by use of the thermostat. It was agreed that thermostatic radiator valves only encouraged people to fiddle with them and were therefore not required. It was further agreed that the toilet radiators should be on the same zone as those in the main hall rather than the committee room zone. We had been offered the facility to operate the heating timers by a smart phone app., this was also not required. The Chairman asked whether we should arrange for cavity wall insulation to be installed to the exterior walls of the committee room and stage area, it was thought that we should wait and see if it later proved to be necessary. The same went for the quote we had received for thermostatically controlled ceiling fans that would bring the warm air down to where it could be felt, these could

also be fitted later if required. Sue T asked if an insulated blind could be fitted to the kitchen window as a lot of heat was being lost here.

- 8) **Roof Refurbishment.** Sue Moger and other sources had come back positively about SRS Roofing, they had therefore been given the go ahead and were expected to commence works by the end of September. They had subsequently quoted for fixing 70mm Celotex between the rafters and 300mm of Glass Fibre Insulation to all horizontal areas. It was agreed that it would be sensible to install this insulation whilst the roof was being replaced and their quote for £3,360 + VAT was therefore accepted.

- 9) **Constitution Revision.** The revised constitution had been submitted to the Charity Commission twice and had been rejected twice. Catherine had spoken to them and although the person she spoke to agreed that it was an unwieldy system, apparently we are not allowed to do a blanket revision as we had done, but could only list out amendments to be attached to and read in conjunction with, the original 1964 constitution and its 1995 amendment.

- 10) **Fundraising Events.** Joan told the meeting that, in conjunction with M&Co, the fashion show was to take place on 2nd October. She asked members to tout for models to strut their stuff on the catwalk. Emma agreed to contact the school to arrange the loan of their staging and would also ensure that something appropriate went into the school newsletter. David Pankhurst agreed that once again he would provide the music for the show. **ACTION DP/EC**
Emma confirmed that the Big Breakfast had been arranged for October 18th and that she would need at least 10 volunteers to assist. A show of hands demonstrated that this number of helpers would be possible.

- 11) **Update of Trustee Register.** John Fudge confirmed that he was conversant with the duties of a trustee of the hall and was willing to sign the minute book to this effect.

- 12) **Any Other Business.**
We had received a quote from Aspect Windows for various jobs; these were to supply 17 new window handles and 3 door handles (Free of Charge worth £120) plus fitting them (£65), replacing 2 jammed/broken window locks (£120), new glass unit in the Community Shop (£578) and thumb turn lock to the outer Committee Room door as recommended by the Fire Service (£45). Once VAT had been added, this came to £970. It was agreed to accept this quotation in full and Emma was asked to thank her husband for offering to donate the window and door handles. A further price of £115 plus VAT was quoted for ventilating the shop window, since this expenditure was down to the shop committee, Jill Gladstone agreed to check with her fellow members and report back. **ACTION EC/JG**

Sue T had finally received a quotation from Andy Mitchell for works to facilitate storage of equipment under the stage for the Short Mat Bowls group; one price was to convert the corner nearest the kitchen and was for £134. The other one for £227.60 was to provide trolleys to receive the mats so that they could be wheeled under the stage. Some discussion ensued which resulted in an offer for the committee to meet the £134 bill in total but asked Sue T if she could wait until all the major works to the hall had been completed so we could then assess our resulting financial state to see if we could afford to help the bowls group further. Emma Cooling then suggested that if the trolley idea was really of such importance to the bowls group, then perhaps the proceeds of the Breakfast Morning could be used towards this project. This was agreed by all present.

Andy Mitchell had also quoted to replace the door and frame to the boiler room; the existing ones had badly rotted and were in urgent need of attention. His quotation of £368.66 included cutting vents, recladding with a fireproof material, fitting a new sash lock and handle as well as painting. It was agreed to accept this quotation.

It was noted that two of the slabs on the outside steps to the west of the hall had corners broken off. It was agreed that, since it was a safety issue, we should employ a professional to replace them. Andrew agreed to organise this. **ACTION AS**

Everyone agreed that the flower tubs attached to the railings on the outside ramp looked really attractive. However, the Chairman stated that he thought the Shop Committee should have run it past OVHC first. Jill Gladstone said she would pass this comment on to their committee.

There being no other business and with the date of the next meeting to be advised, the meeting closed at 20.37