



## OTTERTON VILLAGE HALL COMMITTEE

Minutes of an Ordinary General Meeting of the committee held in the Committee Room on Wednesday 25<sup>th</sup> January 2016 following on from the AGM.

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

- 1) **Apologies for absence.** Apologies had been received from Emma Cooling, Rita Elliott, Claire Mills and Clive Parnell.
- 2) **Minutes of the last OGM.** That the minutes of the last OGM meeting held on 23<sup>rd</sup> November 2015 having been circulated, were signed as a true record of that meeting. Proposed by Cheridah Stamford seconded by Joan Cullen and agreed by all present.
- 3) **Matters Arising.**
  - (i) **Dishwasher.** Andrew had tried to update the instructions on the dishwasher but had been unable to locate the instructions to copy the pictures into the document. He would try to find some on-line. **ACTION: AS**
  - (ii) **Hall Thermostat.** The faulty thermostat would be replaced with a digital one sometime during the next few days. **ACTION: Resolved**
  - (iii) **Replacement of Double Panic Doors.** Andrew had been in touch with Otter Windows who had expressed the opinion that UPVC doors fitted with panic bars could tend to be draughty due to the alternative locking system. Andrew had spoken to Steve Cooling at Aspect Windows who disputed this and suggested that we should inspect the doors installed at Budleigh Salterton Public Hall. Joan and Jill agreed to inspect them when they were there the following day and report back. **ACTION: JC/JG**
  - (iv) **Broken Table.** Andrew had looked at the broken table reported by Sue T at the previous meeting. In his opinion it was past redemption and should be scrapped. It was further agreed that we should look into replacing all the long tables with something more wieldy and attractive. **ACTION: AS**
  - (v) **Sausages.** David Pankhurst reported that the sausages left over from the Breakfast Morning and subsequently stored in his freezer, had been sold to East Budleigh School for one of their fundraising events. **ACTION: Resolved**
- 4) **Correspondence.** There was none.

- 5) **Treasurer's Report.** Since the accounts ending 31<sup>st</sup> December 2015 presented to the AGM, the only difference was that the current account had increased to £3,863.04.
  
- 6) **Hirers' Agreement.** Although discussed at the previous meeting, members had not had the chance to look at the proposals in advance. Item 17 was amended to replace the £1 charge for "each plate, cup or saucer broken or lost" to "each item of crockery or glassware". There was some discussion about item 14 which instructed hirers to take away all their rubbish. In the end it was felt it would be far too complicated to amend this and it was agreed that we should instead trust that common sense would prevail. Tom pointed out that the document was not obvious as to whom the Booking Secretary was, Andrew agreed to make this more clear. It was stressed that all deposits, payments in advance etc., could be implemented or waived at the Booking Secretary's discretion. It was decided that once the document had been amended it should be uploaded to the website with a piece in the Parish Newsletter informing residents of its existence.  
**ACTION: AS**
  
- 7) **Stage Curtains.** The order for the new stage curtains and tabs had been placed with John Heathcotes, delivery was expected in February and we would ask their fitter to sort out the tracking before hanging them. The main curtains are going to be in Poppy Red to match the window curtains and the tabs will be in Ice Blue. **ACTION: AS/JC**
  
- 8) **Hall Lighting.** After much chasing, Spence Electrical had finally received a lighting plan for the hall. Although the energy consumption would not be so very much different from the existing fluorescent tubes, the light would be far brighter but dimmable to whatever level of light users desired. Unfortunately, at nearly £5,000 the price was far more than we had been anticipating. David queried the amount of labour, estimated at a week for two men, for installing this system. It was agreed that we should obtain alternative prices from a different supplier. **ACTION: AS/JC**
  
- 9) **Decoration of the Hall.** Davies and Venn had submitted a price for repainting the exterior of the hall including all soffits, fascias, window cills, guttering and down pipes as well as making good all the rendering where it met the concrete path and painting the metal gate, their price was £4,460 plus VAT. It was agreed that an alternative price be sought. Jill pointed out that the guttering outside the shop was in poor condition and water cascaded over the top in heavy rain. **ACTION: AS**
  
- 10) **Kitchen Cupboards.** Following the discovery of mould on wooden spoons, these had now been replaced with plastic ones. However, the cupboards had been found to be damp and it was therefore suggested and agreed that we install vents to see if this would improve the situation. **ACTION: AS**
  
- 11) **Hall Cleaning.** Joan had been in touch with the cleaner who, whilst she was happy to blitz specific areas on an ad hoc basis, she was unwilling to adopt the proposal that she clean areas of the hall on a rolling schedule. It was thought that when the £50 deposit was implemented more widely, this may encourage hirers to be more abstemious with their cleaning however; the cleanliness of the hall would have to be inspected each time after such events. **ACTION: JC**

**12) Any Other Business.**

Andrew had received an email from Tony Bennett asking if the committee would reconsider their decision not to allow the Parish Council to install a defibrillator on the outside wall of the committee room. Nobody was aware of any previous request having been refused and all thought it would be a good idea. Andrew would confirm this back to Tony Bennett. **ACTION: AS**

The Community Shop Committee wished to revisit their idea of a flag on the corner of Fore Street and Ropers Lane to advertise the presence of the shop. The actual design of the flag although it would be in black on white had not been finalised. They were consequently asked for more details of their proposal which could then be circulated to members for their approval/disapproval. **ACTION: JG**

The Chairman had received a missive from David Ottley on behalf of the Emergency Committee. They wished to confirm the village hall would be available as a Rest Centre/Safe Place in the event of an emergency in the village. Andrew would write back to the clerk confirming the hall's availability and ask him to update the telephone number shown. **ACTION: AS**

Despite a sudden plethora of quiz evenings in the village, it was agreed to ask Peter Whatley to host another of his popular evenings. It was agreed that we should serve coffee and biscuits rather than a full blown meal. Joan suggested either April 2<sup>nd</sup> or the 9<sup>th</sup> but would check which suited Peter best. On the subject of fundraising Andrew brought Claire's idea of a wine tasting evening to the notice of the meeting. Since the pub would be holding one in the near future it was decided to hold it in abeyance until the next meeting when Claire would be able to explain her idea more fully.

Andrew confirmed that the tea urn in the kitchen had been leaking for some time, it was agreed to purchase a replacement. Also in the kitchen, Sue T pointed out that there were no tumblers for squash. Although there were some plastic beakers in the cupboard, these had nearly run out so it was decided to obtain some suitable glassware.

Cheridah told the meeting that Mary Ray, an internationally renowned dog trainer, had run a course in the hall in December. Although she had been around the world training dogs, she loved Otterton Village Hall as it was so cosy and had a lovely view of the brook and the thatched cottages.

There being no other business and with the date of the date of the next meeting to be advised, the meeting closed at 9.08pm.