



## **TTERTON VILLAGE HALL COMMITTEE**

Minutes of an Ordinary General Meeting of the committee held in the Committee Room on Monday 21<sup>st</sup> November 2016 at 7.30pm.

Present: Andrew Sharp (Chairman & Secretary) Joan Cullen (Hon. Treasurer), Rita Elliott, David Pankhurst, Catherine Randall and Sue Tibbott.

- 1) **Apologies for absence.** Apologies had been received from Emma Cooling, Jill Gladstone, Sue Moger and Cheridah Stamford.
- 2) **Minutes of the last OGM.** That the minutes of the last OGM meeting held on 11<sup>th</sup> May 2016 having been circulated, were signed as a true record of that meeting.
- 3) **Matters Arising.**
  - (i) **Hirers Agreement.** Joan reported that only 1 in 6 of the agreements that had been sent out to hirers, had been returned. It was agreed that the culprits should be chased up and that the situation should continue to be monitored. If there was no visible improvement, then we should be more insistent on hirers returning the form before the hall would be let to them. **ACTION: JC**
  - (ii) **Kitchen Cupboards.** Ro Smith had completed the installation of the vents to the cupboards. Unfortunately, despite the additional use of moisture traps, the cupboards continues to smell musty. It was thought that a low wattage fan to move the air around might improve matters. David agreed to look into this idea and Andrew agreed to write to Ro to thank him for fitting the vents. **ACTION: AS/DP**
  - (iii) **Amendment to the Constitution.** Andrew was pleased to report that our latest submission to the Charity Commission had finally been accepted. Once again, Catherine was thanked for all her work on this document. **RESOLVED.**
  - (iv) **Dishwasher.** Since the last meeting the dishwasher had been fitted with bulk containers of rinse aid and detergent. Andrew agreed to add a sign to this effect so that users didn't hunt around for tablets. There had also been a problem with the machine not getting up to heat but an engineer had been called in and the problem was now fixed. **ACTION: AS**
  - (v) **UPVC Double Escape Doors.** Aspect Windows had fitted the replacement doors and they had made a big difference to stopping draughts from entering the building. **RESOLVED.**
  - (vi) **Guttering.** Terry Tibbott had kindly sorted out the problem with the guttering over the shop and hall entrance. The recent rain had proved this work to have been successful. Andrew had written a letter expressing the thanks of the committee. **RESOLVED.**

- 4) **Correspondence**. A letter had been received from a member of the dog club offering their apologies for the wood that had gone missing from the Short Mat Bowls Club's equipment that had been stored in the old doctor's surgery. Apparently she hadn't realised what it was and hadn't been around when enquiries about it had been made. It was agreed to consider the matter closed.
  
- 5) **Treasurer's Report**. Joan reported that since our last meeting, the new double doors had been paid for at a cost of £1,586.40 and three outside lights with sensors that had been fitted at a cost of £325. There was now £2,384 in our current account and £22,683.90 in our reserve account.  
The Fashion Show, which had been held in aid of Help the Heroes, had raised £228; this had now been forwarded on to that charity.
  
- 6) **Hall Lighting**. At May's meeting, it had been agreed to press ahead with replacing the existing lighting with a low energy system at a cost not exceeding £4,300. Following on from this meeting, David had requested that we might ask his electrician, Jeff Kamester of DS Electrics, to quote. Having looked at the works involved and getting a lighting plan drawn up, they had come back with a price of £2,760. However, their design allowed for only 10 units at 65 watts compared to the original quotation for 12 units at 75w. After Andrew had eventually heard back from a friend in the trade, we had missed the opportunity of having the lights installed during August when the hall would be much less busy, as well as having the benefit of light evenings and generally brighter days. It was therefore agreed to revisit this work in the spring and perhaps ask for the quote to also include both the stage and the committee room. **ACTION: AS**
  
- 7) **Hall External Paintwork**. As suggested at the previous meeting, we had obtained an alternative price from Graham Dabrowiecki for these works. He had come back with a very reasonable rate and it was agreed to ask him to go ahead in the spring. **ACTION: AS**
  
- 8) **Trestle Tables**. As had been previously agreed, a note had been put in the Parish Newsletter asking if any villagers would be prepared to sponsor new tables to replace the existing heavy, unwieldy ones. Two people had responded; one person had rung to say that they would be happy to pay for one table or possibly two depending on the response we received. The other person, had offered to purchase the balance. The consensus of opinion was that we should opt for the table top colour to be in oak and that we should choose the ones that were 698mm high, thus matching both the height and colour of the existing square tables. It was agreed that the old trestle tables should be kept where they were outside, these would then be used for hiring out. The new tables would be stored in the old doctor's surgery and that Andrew would contact Cheridah, asking her to make room for them. David asked about storage under the stage, Sue T, said that last year she had obtained a quote from Andy Mitchell for similar work, but storage was limited due to the number of supports under the stage. **ACTION: AS**

**Any Other Business.**

- i) Andrew thought that we should dispose of the plastic chairs that had been deteriorating outside the kitchen window for the last few years. There was also a Super Ser calor heater that had been in the cleaning cupboard for many years. It was agreed to get rid of these items. **ACTION: AS**
- ii) The Chairman drew the attention of those present to the parlous state of the internal doors serving the passageway, committee room and toilets. He thought that it would be better to have fire doors with automatic closers, this would look a lot better, keep the heat in, as well as giving some privacy to those using the gent's toilets. It was agreed that there would be no harm in getting a price from Andy Mitchell to put before the next meeting. **ACTION: JC**
- iii) Sue Tibbott drew the meeting's attention to the fact that there was not a decent pair of scissors in the kitchen. It was agreed that she could purchase some suitable ones and reclaim the expense from Joan. Andrew confirmed that a new bin for the kitchen had been ordered but when it arrived it had been found to be not only dented but was too tall to go under the worktop. It had been sent back for a refund and would be replaced with one more suitable. **ACTION: ST/AS**
- iv) Andrew queried the whereabouts of the PA System that had been given to the hall by the school. David reported that there had been a problem with it which he had had repaired at his own expense but, since in the past, the hall committee had refused his request for suitable racking to accommodate the system in the store cupboard, he was now storing it safely at his home. However, it was available when anyone required it.
- v) There had been a complaint that the signs used by the shop were encroaching on the hall parking area. Since Jill had not been able to attend the meeting, Andrew agreed to mention it to her. **ACTION: AS**
- vi) One of the toilets in the ladies was making a roaring sound when flushed. It was agreed to ask the plumber to look at it when he was next in Otterton. **ACTION: AS**

There being no other business and with the date of our AGM having been set for Wednesday January 25<sup>th</sup> 2017, the meeting closed at 8.05pm.