



TTERTON VILLAGE HALL COMMITTEE

Minutes of the Annual General Meeting of the committee held in the Committee Room on Monday 29th January 2023 commencing at 7.30pm.

Present: Andrew Sharp (Chairman & Secretary) Joan Cullen (Hon. Treasurer), Emma Cooling, Claire Lister, David Pankhurst, Geoff Porter, Catherine Randall, Iain Ure and Sharon Young.

Claire Mills was finding it difficult to attend meetings, she had therefore decided to resign from the committee.

- 1) **Apologies for absence.** Apologies had been received from Belinda Shoemaker
- 2) **Approval of the Minutes of the AGM for 2022 held on Monday 23th January 2023.**

The minutes of the previous AGM, having been displayed on the village website and village hall noticeboard, as well as having been emailed to all committee members, were taken as read. That they be approved as a true record of that meeting was proposed by Sharon Young and seconded by Joan Cullen.

- 3) **Matters arising.** There were no matters arising.

- 4) **Chairman's Report**

This past year has been relatively quiet regarding any problems with the hall. The main issue being the problem of air locks occurring in the heating system, resulting in several trips down to the hall to let the air out of the system; hopefully this has now been resolved. The instant water boiler also gave grief over the year, sadly this is still ongoing.

One thing that was driving both users and myself to distraction, was a mysterious single beep that was being emitted in the hall, every minute or so. Suspect No. 1 was the smoke alarm in the ceiling. Having eventually obtained a suitable ladder so I could put an ear to the alarm, this apparatus was found innocent of all crimes. Several visits later, the guilty party was traced to the disabled toilet's exterior alarm. Removing the internal battery made no difference, so the whole alarm had to be replaced.

We have had the benefit of a gardener looking after the hall surrounds. Lucy Roberts has been taking care of our plant life, whether to encourage or despatch it. This obviously comes at a cost, but I think it is worth the money to keep the outside looking nice.

We are indebted to Richard Witherby for replacing the side gate, which had been on its last legs.

Sadly, the Winter Warmer Suppers seem to have come to a natural end. Although we provided the hall without charge, thus not raising any revenue for us, it was a good community event, but unfortunately latterly, they were not well attended.

Regarding the plan to install solar panels on the south elevation, David Pankhurst has done sterling work on this project. However, it seems that it might not be as straightforward as we had hoped. This will be discussed at the OGM following.

After 27 years as our Treasurer, Joan will be relinquishing this task today. We are extremely appreciative that Sharon has kindly agreed to take this role forward. We are so grateful to Joan for financially steadying the ship since 1997, she has also been enormously helpful in acting as a soundboard for me over the years. It is our good fortune that she has agreed to stay on the committee continuing to look after the bookings. Thank you, Joan.

Finally, as long as she hasn't changed her mind, Catherine has kindly agreed to take on the work of committee secretary, for which I am extremely grateful.

That the Chairman's Report be accepted was proposed by Emma Cooling and seconded by Claire Lister.

Treasurer's Report.

After all the problems were sorted with EDF, to get a cheaper rate, I tried to transfer to British Gas LITE, who assured me we would be paying £300 less a year.

In spite of numerous emails and many long telephone chats, we have not yet received a bill from the new Company,

EDF have told me several times we are not on their books any more, which is good. A friend told me it was difficult to change companies and he was right. As yet we have not been billed and my contact keeps telling me the transfers takes a long time. My last email told me the account would start on 31.1.2024. I explained there would be a new Treasurer and I would be passing the details on. So the total paid for electricity you will see is £15.88 many months ago. I estimate the bill would be about £600 for the eleven months, but I will know more after 31st of the month. The road to hell is paved with good intentions.

We do have a Smart Meter now, which was eventually fitted in June

We did not pay the shop an extra £220, but the last payment due last year arrived in our account on the last day of December, our Auditor pointed this out. It did not affect the total figures fortunately,

The bookings are fairly regular, but mostly from outside the Village, one problem is asking for a deposit, very few people have a cheque, and some leave me with cash. I have enjoyed my time as Treasurer, and would thank Andrew for his help in the past many times.

- 5) The 2023 accounts are attached under Appendix 1.

That the presented accounts for 2023 be approved, was proposed by Geoff Porter and seconded by Sharon Young

- 6) **Appointment of Auditor.** The Chairman proposed that we continue to use Kate Wise FCCA, this was seconded by Emma Cooling.
- 7) **Approval of Hall User Groups for the forthcoming year.** These would continue as: The Parish Council, The Community Shop and the School, but with the addition of the Otter Valley Association That these groups continue to be able to be represented, was proposed by Emma Cooling and seconded by Claire Lister.
- 8) **Election of Officers.** As there were no other nominations, Andrew agreed to continue in the role of **Chairman** for the forthcoming year.

Catherine Randall agreed to take over from Andrew as **Secretary** of the Committee. This was proposed by Joan Cullen and seconded by the Chairman. Catherine was duly elected to the post of Secretary. It was agreed to add her name to the list of signatories at the bank.

After 27 years as our Treasurer, Joan Cullen stood down from the post, but would continue to act as Bookings Secretary. Sharon Young expressed her willingness to serve as **Treasurer**. She was proposed by the Chairman and seconded by Claire Lister and duly elected. It was confirmed that her name would also be added to the list of signatories at the bank.

- 9) **Election of Committee** Following the resignation of Claire Mills, that the remaining committee with the addition of Iain Ure, be elected was proposed by Andrew Sharp seconded by Catherine Randall.
- 10) **Annual Review of Hall Hire Charges.** With the increase in energy prices, it was agreed that the rates for hiring the hall should be increased by 10%. This was proposed by Iain Ure, seconded by Sharon Young and carried unanimously.

There being no other business, the meeting closed at 7.54pm

APPENDIX 1

OTTERTON VILLAGE HALL 31.12.2023

3,211 Rents	£	3,771.00	909 Hall cleaning	£	962.99
880 Shop	£	1,100.00	273 SWW	£	325.75
8 Wayleave	£	7.61	307 EDF	£	15.88
75 Shop other	£	-	72 Gas	£	2,121.88
			712 Insurance	£	771.94
			430 Fire check	£	-
			1,685 Hall painting	£	-
			281 Electricity check	£	84.00
			65 Gas check	£	65.00
			138 Grass cutting	£	480.00
			1,234 R and R	£	976.77
			24 C C	£	24.00
			111 Sundries	£	78.80
- Transfer	£	3,000.00	8,000 Transfer	£	-
	£	7,878.61		£	5,907.01
Balance 31.12.22	£	3,071.81	Balance 31.12.23 *	£	5,043.41
	£	10,950.42		£	10,950.42

* Balance per statement at 31.12.23	£	5,047.41
Cheque banked pre 31.12.23 cleared 02.02.24	£	80.00
Cheque (101284) paid pre 31.12.23 cleared 03.01.24	£	(84.00)
	£	5,043.41

RESERVE ACCOUNT 31.12.2023

20 Interest	£	281.95			
8,000 Transfer	£	-	- Transfer	£	3,000.00
Balance 31.12.22	£	21,777.13	Balance 31.12.23	£	19,059.08
	£	22,059.08		£	22,059.08

I certify that the above receipts and payments account for the year ended 31 December 2023 is a true reflection of the underlying records.

Kate Wise

Kate Wise FCCA
25.01.24