



OTTERTON VILLAGE HALL COMMITTEE

Registered Charity Number 203780

Minutes for General Meeting of the Village Hall Committee, held in the Committee room on Wednesday 3rd December 2025 at 7.00pm

Present- Richard Witherby (Chairman), Sharon Young (Treasurer), Julia Bove (Secretary), Catherine Randall (Bookings Clerk), Geoff Porter, Claire Lister, Jerry Fry

- 1) Apologies for absence- David Pankhurst, Belinda Shoemaker, Emma Cooling
- 2) Minutes of the Meeting held 29th July 2025- The minutes having been circulated after the last meeting, were approved by the Committee as a true record of the meeting and were duly signed.
- 3) Matters arising- Emma Cooling has resigned from the OVH committee, she has been a valued part of the committee for 13 years and her contribution will be missed.
Jerry Fry has kindly decided to join the committee. He was nominated by GP, Seconded by SY and duly voted on.
JB informed the committee that the minutes would now contain; Action, Person Responsible and Completion Date (if applicable)
- 4) Correspondence- No correspondence
- 5) Chair's Report RW-
 - Our meeting began looking at the village Hall as a whole and generating an action list for maintenance/decoration.
 - Action- A list to be generated of the issues found and quotes/costs for the work to be completed. Person Responsible- RW Completion Date- End of January '26
 - PAT test was carried out 03/12/2025

Chairman: Richard Witherby,
Secretary : Julia Bove
Treasurer: Sharon Young
Bookings Clerk: Catherine Randall

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- Action- HIVE app to be installed/set up to enable heating of the hall to be accessed remotely. Person Responsible -RW Completion Date – ASAP
- Cleaners needed to cover when Bev is unavailable-
Person Responsible- GP to speak to shop cleaners about availability.
Completion Date- GP to inform RW when he has information
- Door Key box code- RW asked when this is provided to users of the hall. There currently is no set point when the code is issued (usually a couple of days before the booking). Committee agreed that in future key code to be sent out with booking confirmation along with a copy of the booking terms and conditions.
Action- Look at current booking set up on Hall Master & adjust where necessary to ensure customers receive key code and booking Ts & Cs with booking confirmation.
Person Responsible- CR Completion Date- End of Jan '26
- Old Dr's surgery to be left open so that hirers can have access to tables without needing to access the main key safe.
Action- Old Dr's surgery to be tidied and inventory taken of contents.
Person Responsible- OVH committee to arrange suitable date
Completion Date- By OVH April '26 meeting

6)Treasurer's Report SY-

- SY provided committee with a statement of accounts. Reserve and current accounts remain in credit. Since January '25 we have seen an increase in our day bookings from agencies such as DEFRA & Forestry Commission.OVH is owed £1470 in outstanding invoices. There are OVH bills of approximately £1148.10 to be paid (this includes payment for remedial works to boiler).

7) OVH Wifi costs and contract RW, GP & SY-

- OVH Wi-Fi with BT costs £45 per month, the current contract ends May 14th 2026.

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- GP confirmed that the shop would be taking over the contract. BT to be contacted directly by Jeremy Wakeling & Iain Birch to facilitate the transferring of the current BT contact & admin.
- Once transfer has been completed the ongoing cost for the Wi-Fi will be negotiated. A split of 90% shop 10% OVH was suggested.
- Once this has been completed the Router will be moved to the shop and signal strength will be tested. Signal boosters to be purchased if signal is found to be too weak in the village hall.
- Action- BT to be contacted directly by Jeremy Wakeling & Iain Birch to facilitate the transferring of the current BT contact & admin. RW & BS to be consulted where necessary. Persons responsible – Jeremy Wakeling & Iain Birch. Completion Date- By 14th May 2026.

8) Community Shop Update GP – Nothing to report

9) Community Shop Solar tariff/contract update - RW, SY

- It was agreed that the installation of the solar panels had benefitted the energy bills of both the OVH & the shop.
- Payment schedule to be; Energy usage Total + Feed to Grid Total = Total to be split 60/40
- SY had prepared a Solar Usage invoice covering April to November 2025 which she shared with the committee. This invoice will now be sent to the shop for payment
- Action- Solar Accounts to be sent to DCC to meet compliance requirements of our funding. Person Responsible- DP Completion Date- When required by DCC.

10) Delegation of future OVH tasks- RW

- GP kindly offered to continue with his weekly checks of the fire alarm, fire extinguishers and emergency lighting
- CL kindly offered to look into ways of creating an online presence and marketing the hall e.g. via Face Book, Otterton WhatsApp Groups etc.

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- SY reiterated that she does not want to continue as treasurer from end of January 2026. JF expressed an interest to take over as treasurer. SY & JF to meet in January 2026 to discuss.

11) OVH Kitchen- GP had kindly painted the kitchen walls.

New kitchen signage has been kindly displayed by DP.

- Action- Kitchen cupboards to be tidied and inventory taken of contents. Persons Responsible- OVH committee to arrange suitable date
Completion Date- By OVH April '26 meeting

12) OVH Gardening- JF kindly offered to take on the monthly maintenance of the OVH garden. He will provide invoices.

14) Any other business- Nothing to report

Next meeting to be held- AGM January 2026. Date to be confirmed.

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