



## OTTERTON VILLAGE HALL COMMITTEE

Minutes of an Ordinary General Meeting of the committee held in the Committee Room on Wednesday 2<sup>nd</sup> April 2014 commencing at 7.30pm.

Present: Andrew Sharp (Hon. Secretary) Joan Cullen (Hon. Treasurer) Emma Cooling, Rita Elliott, Jill Gladstone, Claire Mills, Sue Mogers, Clive Parnell, Jim Pyne, Catherine Randall, Tom Simcock, Cheridah Stamford and Sue Tibbott.

Andrew Sharp acted as Chairman for the meeting.

- 1) **Apologies for absence.** No apologies, all members were in attendance.
- 2) **Co-option of new members.** Both Claire Mills and Catherine Randall were willing to serve on the committee and were duly co-opted. All new members were welcomed to the meeting.
- 3) **Minutes of the last meeting.** The minutes of the last meeting held on 25<sup>th</sup> February 2014 were read out to the meeting. Having amended the apologies to include those of Catherine Randall, it was unanimously agreed that they be signed as a true record of that meeting
- 4) **Matters arising.** It was confirmed that the grant application had been submitted to Cllr. Christine Channon.
- 5) **Correspondence.** None had been received since the last meeting.
- 6) **Treasurer's Report.** Joan reported that The General Account stood at £3,207.16 with the Roof Fund at £13,575.61 and the Reserve Fund at £13,624.02. After James' years worth of effort, we had finally received £6,728.70 from MIL (Make it Local). No new money had as yet been received from Christine Channon. The quiz last Saturday 29<sup>th</sup> March, had raised a total of £175 and a letter of thanks had been sent to Peter Whatley.
- 7) **Community Shop.** As suggested by Tom Simcock, this was taken item by item from the notes following the recent meeting of the Otterton Village Hall Committee (OVHC) sub-committee with the Otterton Community Shop Committee (OCSC) sub-committee
  - (i) Lease: OVHC had been wrongly under the impression that a copy of the draft lease between OCSC and the Church had been sent to Clare James of Clinton Devon Estates (CDE) for guidance, Catherine told the meeting that in fact she was in the throes of updating this document and would let Joan have sight of the final draft before it was submitted to CDE. It was noted that OCSC agreed to meet CDE's solicitor's costs of amending the lease should this prove necessary. Following OCSC's approach to various bodies for grants, it had soon become apparent that they were most unlikely to

obtain funds if the shop had only a 2 year lease. For this reason that OCSC had requested that the duration of the lease be increased to 5 years. After some discussion, it was unanimously agreed to accede to this request subject to there being a caveat included to the effect that, should the shop for some reason fail, then sufficient funds would be set aside to allow the snooker room to be returned to it's original use. **ACTION C.R.**

- (ii) Building Insurance: OSCS had been advised of the details of the hall's current insurance policy.
- (iii) Alarm: not discussed
- (iv) Planning: OCSC were in discussions with EDDC and would also have to apply for Building Regulations. Andrew had given Malcolm Crabtree a copy of existing plans showing elevations.
- (v) Insulation: OVHC did not require a full survey of the hall, however they had obtained a price for a survey of the snooker room by Ken Perry, the surveyor recommended by CDE. This price had been forwarded on to Malcolm Crabtree who did not believe they would require Mr. Perry's services, as they had building surveyors related to committee members who could do this work. Sue T queried whether the hall roof could not do with a survey. Andrew and Joan, who had met with Ken Perry, had asked him his opinion on the roof tiles. His off the record opinion was that whilst it was advisable to get them replaced, it was not in urgent need of re-roofing, he thought it would be beneficial to get it done within the next few years.. OCSC had decided to clad the interior of the two external walls with Thermoboard.
- (vi) Snooker Table: . Since the last meeting, the vicar had offered the church as a place to store the table and, when the organ relocation had taken place, it could be erected and used in that building. Grave concerns were raised concerning the damp in the church and it was generally felt that it was not a suitable place to store the table. Clive strongly felt that the church neither was the place to play snooker and therefore this proposal was dismissed. There followed much discussion regarding the dismantling and storage of the snooker table. It was eventually agreed that if it was professionally dismantled and professionally stored and adequate insurance cover was in place to provide a like for like replacement should the worst happen, then the committee had no objection to it being moved. **ACTION J.G.**
- (vii) Floor Repair: The state of the snooker room floor could not be accurately determined until the snooker table had been moved.
- (viii) Painting: OCSC now thought that it was unlikely that they would wish to paint the snooker room ceiling.
- (ix) Telephone: OCSC had found the best deal to be with PlusNet, however, this company would only supply a combined package of telephone and broadband. At the last meeting of OVHC it had been thought that we may wish to install a payphone in the lobby. Sue M told the meeting that in Colaton Raleigh hall, they had been paying £26 p.c.m. for a payphone with a further £17 p.c.m. for broadband. Jim was worried about possible vandalism to the payphone. Claire Mills suggested that perhaps on 2 days per week we could have a sort of internet café arrangement in the hall. Emma Cooling

suggested that we might share the cost of broadband with OCSC. Jill Gladstone agreed to look into this idea. **ACTION J.G.**

- (x) Signage: Catherine asked if the OVHC would have any objection to any shop signage. It was agreed that if EDDC approved the signage, then it was highly unlikely the committee would object to it. However, as a courtesy, OCSC were asked to let OVHC have sight of their application. **ACTION J.G.**
  - (xi) Fundraising: Liaison between the two committee had been agreed – no further discussion.
  - (xii) Rent: OSCS had agreed to the proposed rent of £750 p.a., again subject to a reduced figure should EDDC them charge business rates.
  - (xiii) Electricity: OCSC were making their own arrangements.
  - (xiv) Heating: OSCS confirmed they would not require the use of the hall boiler and therefore this supply could be capped off.
  - (xv) Recycling: Although the recycling centre staff had said they would accept redundant chairs, EDDC had informed Joan that we would only be allowed to use their facilities to dispose of general household rubbish, not chairs.
  - (xvi) Business Plan. Although this plan was still in draft form, both Andrew and Joan had seen the figures and agreed that a lot of work had been done on this. Once it had been ratified at the OVSC meeting on 8<sup>th</sup> April, it could then be submitted to CDE as part of the presentation.
- 8) **Kitchen Utensils.** Emma and Sue M informed the meeting that although the kitchen was well equipped with crockery and cutlery, it was sadly lacking in other items such as chopping boards, bread knives, tea towels, decent saucepans etc. It was suggested that such items could be obtained from various sources including Auction Rooms and Bankrupt Stock. Tom suggested that Ladram Bay might be able to help. Sue thought that if the village was made aware of our needs then there may well be several villagers who would be willing to donate these items to the hall. However, we would have to be careful that we didn't end up with a load of old tat. Joan asked Sue and Emma to let her have a list of the items needed. **ACTION E.C. & S.M.**

Whilst on kitchen matters, Jill asked if there could be clearer instructions for use of the dishwasher as it was not a straightforward machine to operate. Sue T offered to ask Ro Smith if he were able produce a laminated sheet detailing the use of this appliance.

**ACTION S.T.**

- 9) **Keyholders and Keys.** Andrew queried whether there was a register of keyholders to the hall. It appeared that this was not the case but it was agreed that one should be prepared showing who had keys to what. Andrew also suggested that the entrance door keys could be kept in a secure digital key safe affixed to an external wall. This would give selected code holders access to the hall at all times, including when the pub was not available. He also thought it would be beneficial to have a key cabinet inside the hall holding all the other keys such as ones to the cleaning cupboard, doctor's surgery etc. It was agreed to purchase a key safe and that Andrew would fit this. **ACTION A.S.**
- 10) **Fundraising.** Joan reminded everyone that the Fashion Show was taking place on Friday and that 10 Children and 10 adults had volunteered to be models, it promised to be a successful evening.

Several ideas were mooted for forthcoming fundraising events; these included an Antiques Roadshow, a Wine Evening, a Promise or Silent Auction, a Book, Table or Jumble Sale and One Day Workshops for potential Bridge Players or Flower Arrangers. Emma suggested that perhaps there could be a Grand Fete whereby there could be stalls run by OVHC and OCSC meshing with the Annual Church Fete, but complementing rather than competing with the traditional church stalls. This would obviously need to be in agreement with the PCC. **ACTION E.C.**

It was agreed that bunting for special occasions would be an eye-catching advertisement. Sue T agreed to approach Marion Cowlin in the village to see if we would be able to borrow her bunting. For future events it was felt that we could produce our own and Sue T offered to assist in this role. **ACTION S.T.**

Sue M advised the meeting that on September 19<sup>th</sup> there would be a music evening featuring "Ellingtonia"; whilst there would not be any spare money from admission fees, any profit from the sale of coffee and tea would be donated to be used for kitchen items.

It was suggested that an "A" Board would be useful for promoting forthcoming events. Andrew agreed to investigate costs and availability for this item. **ACTION A.S.**

- 11) **Any Other Business** Following Peter Whatley's unfortunate fall during the quiz evening, Jim Pyne suggested that there should possibly be an accident book kept in the hall for such an occasion. **ACTION A.S.**

Sue M was keen that the hall should promote itself in the form of a newsletter produced possibly on a quarterly basis and circulated to all residents in the village. She thought that this could be done on coloured paper so that it would not be missed and could contain information regarding hall fees and promote forthcoming events; it could also contain a begging list of items required for the kitchen. Claire suggested that perhaps local businesses would be prepared to advertise at a cost of say £5 per time. **ACTION S.M.**

Following a recent OVA talk, Joan had received feedback from them stating their disappointment that there had not been enough chairs for all the attendees. It was noted that we were licensed to hold 100 persons but the main hall had only 60 chairs. Joan had tried to obtain some more from the same previous source but had missed them. Andrew queried whether, under current fire regulations, the hall chairs should not be a clip together type: James agreed to check this out. **ACTION J.P.**

Sue M suggested that the better of the old plastic chairs should be cleaned off and it was agreed to hold a "Village Hall Action Day" on Saturday 26<sup>th</sup> April at 10.00am. At this, as well as cleaning off the chairs, a general clean up could be carried out. **ACTION ALL**

Catherine drew the meeting's attention to the state of the rendering on the exterior of the snooker room. Andrew agreed to organise it's repair. **ACTION A.S.**

The new outside noticeboard was much appreciated. Andrew was to write to Ro Smith thanking him for his generous gift. **ACTION A.S.**

Jill on behalf of the OCSC confirmed that the snooker players could continue to use the snooker table until further notice.

Sue T advised that the curtain hooks on the west window had come adrift, Andrew agreed to sort this. **ACTION A.S.**

There being no other business and with the date of the next meeting to be advised, the meeting closed at 20.54.