



## **TTERTON VILLAGE HALL COMMITTEE**

Minutes of an Ordinary General Meeting of the committee held in the Committee Room on Monday 23<sup>rd</sup> November 2015 commencing at 7.30pm.

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

- 1) **Apologies for absence.** Apologies had been received from Emma Cooling.
- 2) **Minutes of the last OGM.** That the minutes of the last OGM meeting held on 5<sup>th</sup> August 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.** Since the cleaner had been tasked with the job of checking the dishwasher once a week, there had been no repetition of the nasty odour experienced by the Garden Club. Following the use of the machine at the Breakfast Morning it had been established that there was no need to add a rinse aid, however, during that event it was learned not to use a dishwasher tablet on each cycle as it caused the machine to foam. Andrew would update the instructions to this effect. **ACTION: AS**
  - (ii) **Hirers Agreement.** Catherine and Sue M produced a draft agreement based on agreements used by other halls in the area. After some amendments had been suggested, Joan, as Bookings Secretary, expressed her satisfaction with the proposed document. **ACTION: Resolved**
  - (iii) **VAT for Charities.** Andrew had been in touch with Devon Communities Together who confirmed that even as a charity, we were not exempt from VAT on projects such as the hall roof. **ACTION: Resolved**
  - (iv) **Constitution Revision.** Since our last meeting, Catherine had been occupied itemising all the amendments to our constitution that the revised document, approved at our last AGM and subsequently rejected by the Charity Commission, would have implemented. It was agreed that having these amendments appended to the original constitution was a most unwieldy and unsatisfactory arrangement but that was the way the Charity Commission wanted it. That the amendment list be put forward for final approval at the next AGM was proposed by Tom and seconded by Joan A vote of thanks to Catherine for all the work she had put in to this onerous task was recorded. **ACTION: CR**
  - (v) **Aspect Windows.** Since the last meeting, Aspect Windows had replaced all the window handles and 3 door handles as well as replacing 2 broken window locks and fitting a thumb turn lock as required by the Fire Service, to the outside Committee

Room door. They had also replaced the window that had failed in the Community Shop. **ACTION: Resolved**

- 4) **Correspondence**. Viv Price had passed on a message that the man from Calor Gas, who had come to inspect the tank, had apparently reported that should there be a flood, then the gas supply would be cut off. This was puzzling so Andrew rang Calor who had no record of such an observation. It was agreed not to take any further action.

Sue Tibbott had written in to say that the Bowls Group had given second thoughts as to whether they needed to store their mats under the stage. They had decided against it and therefore they would not be requiring the funding that had been offered. She had contacted Andy Mitchell to see if there was likely to be any financial implication in him not going ahead with this work.

- 5) **Treasurer's Report**. Since the last meeting, we have received the £1,000 promised by Bernard Sunley, the £5,000 from EDDC, and, after completion of the roof, the £12,000 promised by Christine Channon from DCC.

The total cost of the roof retiling, and the insulation, was £38,592. We had raised £25,507.54 on the roof account, and with £12,000 from DCC, we only had to take £1,000 from our current account. The roof account is now closed.

The cost of the new radiators in the hall was £3,070, which we paid using the £1,000 from Bernard Sunley. We have also paid Aspect Windows £1077.60 for the window in the Community Shop and other items.

We raised £261.50 from the Fashion Show, which was the last entry in the roof account, and £205.05 from the Big Breakfast, which was added to the reserve account.

The balances now are:-

£4,216.38 Current account

£22,668.77 Reserve account.

I have not heard from Garfield Weston, but I understand that they will let me know whether or not we have been selected for a grant, so I am always hopeful.

A vote of thanks to Joan was recorded for her sterling work in steering our finances so adeptly during all the fundraising and bill paying that was required to see the roof and heating projects through to fruition.

- 6) **Roof Refurbishment and Hall Heating**. The roof refurbishment and the heating upgrade had now been completed. It was agreed that SRS Roofing had done an excellent job and the roof looked extremely smart. The new heating combined with the insulation now meant that the hall is much warmer, some people had commented that it was getting too hot. Andrew had asked the plumber to move the thermostat down so that it could be easily adjusted by users to a temperature that suited them. He noted that the current thermostat was cracked and proposed that this be replaced by a digital one. Sue T stated that there was some doubt as to whether the thermostat actually worked, as at a recent Garden Club meeting, they had turned it down but found it to have had little significant effect. Andrew agreed to get this checked. **ACTION: AS**

- 7) **Stage Curtains.** Andrew, Joan and Rita had been to John Heathcoat's factory shop at Tiverton to price up replacement curtains for the stage. They had been quoted approx. £400 for fireproofed lined stage curtains and £1,013 to replace the side/rear curtains also in a fireproof material. It was conceded that the tracking for these curtains would need to be sorted out first as it was probably due to its jamming that the curtains had become damaged. It was agreed by all present to proceed with this purchase. **ACTION: AS/JC**
- 8) **Hall Lighting.** Following a suggestion by a member of the Community Shop, we were seeking a price to replace the dated fluorescent lighting in the hall with low energy lamps. We are awaiting a free lighting design together with a price; these would be brought to the next meeting for discussion. **ACTION: AS/JC**
- 9) **Decoration of the Hall.** Having had the west elevation and southern gable end of the hall repainted 18 months ago, the rest of the exterior was beginning to look a little worse for wear. Tom suggested that we approach some local colleges who hold painting and decorating courses to see if they could help out. **ACTION: AS**
- 10) **Hall Cleaning.** It was agreed that rather than asking the cleaner to spend her 2 hours going over the same jobs that she had done the previous week, it should be suggested to her that her time could be spent on one different area each week so that the all areas of the hall would be cleaned on a rolling basis. **ACTION: JC**
- 11) **Any Other Business.**  
Although the hall had now been thermally insulated, it seemed appropriate that we investigate replacing the draughty double emergency exit doors next to the stage. A quote for UPVC panic doors of £1,400 plus VAT had been received from Aspect Windows. Although this was thought to be a competitive price, it seemed prudent to seek an alternative price from another supplier. Jill for the Community Shop, asked if whether at the same time we could enquire how much it would cost to replace the pane in the shop door with clear glass. **ACTION: AS**  
Sue T reported that one of the tables from the outside store was found to be cracked and in need of repair. Andrew agreed to investigate. **ACTION: AS**  
David reminded the committee that his freezer was still full of sausages left over from the Breakfast Morning. Sue M suggested that the school might be glad of them for a forthcoming event; she agreed to investigate. **ACTION: SM**  
Claire suggested that a Wine Tasting evening in the hall might prove to be a popular event as well as being a good fundraiser. This was agreed to be a good notion and one that should be looked into.  
Joan had suggested to M&Co that if we were to hold another Fashion Show in November, then they could feature Christmas Jumpers. Peter Whatley had kindly offered to run another quiz, it was thought that March would be the best time for this.

There being no other business and having set the date of the next meeting to follow the AGM on 25<sup>th</sup> January 2016, the meeting closed at 8.22pm.