



TTERTON VILLAGE HALL COMMITTEE

Minutes of the Annual General Meeting of the committee held in the Committee Room on Wednesday 25th January 2017 commencing at 7.30pm.

Present: Andrew Sharp (Chairman & Secretary) Joan Cullen (Hon. Treasurer), Emma Cooling, Rita Elliott, John Fudge, Jill Gladstone, Sue Moger, David Pankhurst, Cheridah Stamford, Sue Tibbott and Sharon Young.

1. **Apologies for absence.** Apologies had been received from Claire Mills, Jim Pyne and Catherine Randall.
2. **Approval of the Minutes of the AGM for 2015 held on Monday 25th January 2016.** The minutes of last year's AGM having been displayed on the village hall noticeboard and on the village website, were taken as read. That they be approved as a true record of that meeting was proposed by Sue Tibbott seconded by Cheridah Stamford, and was agreed unanimously.
3. **Matters arising.** There were no matters arising.

4. **Chairman's Report.**

"The past year has, thankfully, been a quieter one than 2015. The one task that never seemed to go away and was thus carried forward to 2016, was getting the Charity Commission to accept the amendments to our constitution. Finally, at the third or fourth attempt, we actually succeeded; much credit must go to Catherine for her dogged determination in deciphering exactly which hoops they required us to jump through.

Earlier in the year, the size of our water bill made us aware that somewhere we had a problem. We eventually tracked it down to a section of pipework that, although showing no obvious leak, was the guilty party. Once this had been isolated and the pipe had been re-routed, our bills returned to normality.

In January we had the rather tired stage curtains replaced with smart brighter ones that matched the colour of the existing window curtains. At the same time the rear curtains were also changed for ones in a fetching ice blue. Unfortunately some people are still trying to open the stage curtains without using the ropes provided; this causes the curtains to get out of kilter. Unfortunately I feel that we will end up having to put up a notice instructing operators how to correctly open and close the curtains.

At the end of July we had the double fire exit doors changed to UPVC ones, thus putting an end to the draughts that had previously affected this corner of the hall. Three PIR exterior lights were installed during October. One outside the Committee Room, one over the passage to the sheds and the last one outside the main entrance door to the hall. This latter one had initially given problems by coming on when it shouldn't, but hopefully this idiosyncrasy has now been resolved.

The hiring agreement is now in operation; however hirers are not being very good at returning the completed forms to Joan. This is something we will have to insist on over the coming year.

The Community Shop continues to be an asset to the village as well as a useful source of regular income to the hall.

In conclusion, once again I must pay tribute to Joan, for looking after our finances so well and also for keeping me on the straight and narrow.

Finally, I would like to thank the whole committee for their support during 2016. I mustn't forget to thank Clive, not only for keeping the lawns trimmed, but for all his time on the committee. Sadly he has decided to stand down this year, he has served for in excess of 25 years, his contribution to proceedings will be sorely missed."

That the Chairmans' Report be accepted was proposed by Emma Cooling, seconded by Joan Cullen and was accepted by all present.

5. **Treasurer's Report.** The Treasurer distributed copies of the balance sheet (attached at the end of these minutes) and gave her report thus:

After the small increase last year, Rents have shown an increase. We now have regular bookings for Wednesdays, both morning and evening, which is good. The School's use of the Hall was not so great last year due to the illness of the PE Teacher.

One thing was notable, we did not have so many request for Children's parties, which was disappointing.

The Bowls figure is slightly down, due to Valerie's illness, although, in the past few days I have received £32, which almost brings the total up to the same as last year.

On the Debit Side, once the problem with the water leak was found, our use reverted to a lower figure. We purchased the new safety doors and new outside lights without raiding the Reserve.

That the accounts for 2016 be adopted was proposed by John Fudge, seconded by Cheridah Stamford and was passed unanimously.

6. **Appointment of Auditor.** That Kate Wise FCCA, who specialises in charity accounts, continues as our auditor was proposed by David Pankhurst and seconded by Cheridah Stamford, this was agreed by all present.
7. **Approval of Hall User Groups for the forthcoming year.** The existing approved user groups were: The Parish Council, Otterton School, The Garden Club, The Short Mat Bowls Club, The Dog Club, The Shop Committee, Otterton Twinning Association and Otterton PCC.

That this existing user groups be carried forward to the forthcoming year was proposed by Sue Moger, seconded by Emma Cooling and was carried unanimously.

8. **Election of Officers. (Chairman/Treasurer/Secretary)** At this point, the Chairman, having stated that he would be willing to continue in his dual role if there were no other candidates wishing to serve, stood down and Joan Cullen took the chair. There being no other nomination for the role of Chairman, Joan Cullen proposed Andrew Sharp for this position, this was seconded by Emma Cooling and was passed unanimously.

As there was no other name put forward for the role of Secretary, Cheridah Stamford proposed that Andrew Sharp continued in this role, this was seconded by Jill Gladstone and agreed without dissent.

Andrew Sharp re-took the chair and asked for nominations for the Treasurer's post. Joan Cullen agreed to stand again and since there were no other volunteers, it was proposed that she continue by Andrew Sharp and seconded by Cheridah Stamford, this was universally passed by all present.

9. **Election of Committee. (including User Group Representatives)** There were three resignations from the committee, namely Clive Parnell, Tom Simcock and Sue Tibbott. Sharon Young had been put forward by the Garden Club as their representative in lieu of Sue Tibbott who had stood down from their committee. That the revised committee be elected en-bloc, was proposed by David Pankhurst and seconded by Andrew Sharp. It was agreed with one accord.

10. There being no other business, the meeting closed at 7.45pm.

DRAFT

OTTERTON VILLAGE HALL 31.12.2016

CURRENT ACCOUNT

£4507	Rents	£5,209.50		£1,003	Hall Cleaning	£993.48
£800	Shop	£800.00		£1,552	SWW	£837.53
£310	Bowls	£277.00		£322	EDF	£279.00
£7	Wayleave	£7.61		£966	Gas	£829.67
	Quiz	£252.00		£584	Insurance	£600.76
	Donation	£10.00		£24	Community Council	£24.00
				£119	Fire Check	£99.42
				£2,138	R & R	£215.64
					Lights	£325.00
				£440	Curtains	£996.06
					New Doors	£1,586.40
				£236	Sundries	£279.01
	Total	£6,556.11			Total	£7,065.97
	Balance 31.12.15	£3,605.74			Balance 31.12.16	£3,095.18
		£10,161.15				£10,161.15

RESERVE ACCOUNT

£8	Interest	£27.84				
	Balance 31.12.15	£22,668.77			Balance 31.12.16	£22,696.61
	Total	£22,696.61		I	Total	£22,696.61