



OTTERTON VILLAGE HALL COMMITTEE

Minutes of an Ordinary General Meeting of the committee held in the main hall on Monday May 16th 2022 at 7.30pm.

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

- 1) **Apologies for absence.** Apologies had been received from Geoff Porter and Jim Pyne.
- 2) **Minutes of the last OGM.** The minutes of the last OGM meeting held on 25th January 2022, having been circulated, were considered correct and were signed as a true record of that meeting.
- 3) **Matters Arising.** Andrew had approached John Archibald to see if the church's display boards could be stored in the church, thus allowing the Community Shop the use of the shed in which the boards had been stored. John had found room in the church and hoped to get them moved within the next couple of weeks. It was agreed that the shop could take on the shed until the lease renewal, on the basis that they were responsible for keeping it dry and maintained and arranged insurance.
It was noted that one of the new tables was being used by the shop in the lobby, they would be asked to use one of the old tables from the outside table store.
- 4) **Correspondence.** There was none.
- 5) **Treasurer's Report.** Our current account stands at £13,303.16, with our reserve account at £13,757.15. Bookings are returning to normal, as yet the Committee Room has not been used as most groups prefer to use the hall and pay the difference.
We have a fixed rate of £21 per month with EDF, this expires in December. Calor have advised us of an 8% increase in gas prices.

- 6) **Health and Safety Policy.** Emma and Sharon had made a start on the H&S audit. It was established that the hall cleaner was not employed by the hall, but was self-employed. Amongst other issues raised was that the disabled toilet had neither an alarm nor an extractor fan. The lobby should be kept clear of cardboard as it may cause a fire hazard and also might hamper a speedy exit from the hall. Joan would approach Martin Spence to do the necessary PAT tests and issue an electrical certificate. The asbestos cement panelling and exterior soffits would not need to be removed, but could be managed in accordance with recommendations. There should be a sign banning children from the kitchen. The concern that the inside door between the lobby and the hall opened inwards rather than outwards, was not something picked up in a recent inspection by the Fire Service. Once our H&S Policy was completed, this should be made available to hirers. **ACTION EC/SY**
- 7) **Fire Safety Inspection.** Last week Andrew had met up with three firemen who had arrived in a fire engine to inspect the hall. They had pointed out that the emergency exit light above the double doors was not working and that the fire extinguisher servicing was not up to date. An emergency exit sign should be above the external committee room door. The Fire Alarm should be tested weekly and a log kept of the tests. We also should have an **Emergency Action Plan** as well as a Fire Risk Assessment for the hall. **ACTION AS**
- 8) **Hall Decoration.** A quote for £1,685 had been received from Graham Dabrowiecki for the redecoration of the hall's exterior. It was agreed to give him the go ahead for this work. **ACTION AS**
- 9) **Safeguarding.** We had received an ACRE Information Sheet regarding Safeguarding. We would need to ensure that the template regarding this subject was included into our Conditions of Hire. Claire Lister kindly volunteered to be our Safeguarding Lead. It was noted that the hall cleaner should also be made aware of our policy. All committee members would need to sign a Trustee Statement of Eligibility.
- 10) **Committee Room Usage.** It was agreed that the committee room could now return to being used as it was pre-covid.
- 11) **Any Other Business.** Andrew pointed out that the hole in the storeroom was definitely a H&S issue. There was obviously damp coming up through the soil beneath the floor, and damp proof membrane would need to be laid before repairing it. Joan agreed to approach Richard Witheby to see if he could help. **ACTION JC**

There being no other business, the meeting closed at 8.11pm.