



# OTTERTON VILLAGE HALL COMMITTEE

Registered Charity Number 203780

Minutes of the Ordinary General Meeting of the committee held in the Committee Room on Monday 29<sup>th</sup> January 2024 at 7.30pm

Present: Andrew Sharp (Chairman), Catherine Randall (Secretary), Sharon Young (Treasurer), Joan Cullen, Emma Cooling, Clare Lister, David Pankhurst, Geoff Porter, Iain Ure

- 1) **Apologies for absence** Apologies received from Belinda Shoemaker
- 2) **Approval of the Minutes of the OGM held on 20<sup>th</sup> November 2023** 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** There were no matters arising
- 4) **Correspondence** Andrew has written to HSBC to change the Bank Mandate to allow Sharon to sign cheques. This has not been actioned by the Bank who require further documents. Andrew will write to the Bank again enclosing Minutes appointing Catherine Randall as Secretary and Sharon Young as Treasurer together with new Bank Mandate signed by them both.
- 5) **Treasurer** As at the date of the meeting the current account balance stood at £5123.41
- 6) **Health and Safety policy** This has been completed by Emma and Sharon and will be circulated to the Committee for discussion at the next meeting
- 7) **Solar panels** David Pankhurst has done more research into the possibility of acquiring solar panels and has obtained quotes from 365 Energy, Sungift, 4 seasons, AJM Services and Naked Solar. He has also taken meter readings from the shop and ascertained that the demand for electricity from the shop is steady over a 24hour period and therefore a battery is required to store electricity to power the fridges through the night. David distributed a summary of the letters written setting out requirements and the quotes received (copy attached). There is a need to combine the meters for the shop and the Hall with only an internal link between them to enable the Hall to calculate the shop's usage. David has written to National Grid to see if we can do this. It is hoped to obtain National Lottery funding for the panels but the application process can't be started until we have a proper quotation. Andrew will send a plan of the solar panels to EDDC to see if this acceptable. David is now going to calculate the power of all the appliances used in the Hall and the Shop to ensure that they do not exceed 80amp. The preferred quotes at the moment are AJM Services and 365 Energy. David was thanked by the Committee for his continued work on this.

**Chairman: Andrew Sharp, Nethercott, Behind Hayes, Otterton EX9 7JQ**

**Secretary: Catherine Randall, Kittiwake, Ropers Lane Otterton EX9 7JF**

**Treasurer: Sharon Young, Candys Orchard, Behind Hayes, Otterton, EX9 7JQ**

**Booking Clerk: Joan Cullen, Bracken Lodge, Otterton EX9 7JJ**

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- 8) **Water boiler** automatic bleed valves have been fitted to a couple of radiators to try to stop air getting into the system. A lockable thermostat box now needs to be fitted to stop hall users fiddling with the thermostat. The approximate cost is £10.

The water heater over the sink is leaking. There appears to be a problem with the heat exchanger. A new part is approximately £300 whilst replacing the boiler is £1000. The plumber had suggested an under sink electric water heater at an approximate cost of £550. Andrew will contact the plumber for a written quotation for this. Andrew will also enquire as to whether he has managed to source the replacement part for the Burco boiler

- 9) **WiFi** The shop have now decided they do not wish to share WiFi with the Hall and therefore the Hall will make their own arrangements. Belinda Shoemaker is to be asked if her husband can assist with this, as offered at the last meeting.

- 10) **Community shop** Nothing to report

## 11) **Any other Business**

- 1) Devon Communities Together is holding a Village Halls week between 18-24<sup>th</sup> March. The committee discussed holding a coffee morning to promote the Hall. Emma offered to organize a coffee morning.
- 2) Lucy the gardener has offered to make hanging baskets for the Hall. Her offer will be taken up
- 3) Andrew collected the committee members' Trustee Declaration Forms duly signed
- 4) Online hall bookings – Emma Cooling had enquired with Colaton Raleigh as to whether this was possible with their booking system. In fact, It is only possible to check availability on their calendar. A booking needs to be done by contacting the bookings officer.

Meeting finished 8.45