



OTTERTON VILLAGE HALL COMMITTEE

Registered Charity Number 203780

Minutes of the Ordinary General Meeting of the committee held in the Committee Room on Wednesday 12th June 2024 at 7pm

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

- 1) **Apologies for absence** Apologies received from Emma Cooling
- 2) **Approval of the Minutes of the OGM held on 22nd April 2024** 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** There was no correspondence
- 5) **Treasurer** The current account balance is £4355. The reserve account balance is £19151.26. Sharon has now fully taken over the Treasurer responsibilities from Joan. She is going to investigate which banks will allow online banking for a charity so that it is easier to keep an eye on the accounts. Her first port of call will be Starling Bank
- 6) **WIFI** Belinda reported that WIFI is now installed and working well. The password is displayed on the wall in the hall and also in the kitchen. She shared the password with the committee. The up and down speed is currently 300 which seems sufficient.
- 7) **Solar panels** David reported that he has written to Clinton Devon Estates and the Otter Valley Association in relation to the proposal to install solar panels. He also prepared and circulated a Questionnaire at the recent Village Open Day and collected 50 signatures in support of the proposal.

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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The Questionnaire is on the noticeboard for people to complete. He will also draw attention to the matter in the village newsletter.

David will contact East Budleigh Community shop in relation to their recently installed solar panels to find out some information as to who installed them and any funding that they managed to obtain.

The next step will be to apply for planning permission

8) Community shop Geoff confirmed that the shop had no issues apart from the Lease renewal which will be discussed later

9) Chair and Secretary future planning and 11) new committee members

Andrew informed the committee that his house sale is proceeding and he will shortly be resigning from the committee. It is therefore imperative that the committee identify a replacement Chair as soon as possible. Andrew has prepared a list of the duties of the Chair and Iain has very helpfully been through this to identify who is able to take over various duties that were handled by Andrew but are not necessarily the role of the Chair. These mainly relate to maintenance issues and the various safety checks that need to take place.

Richard Witheby has kindly agreed to join the committee and take over various maintenance issues and Iain will carry out the various safety checks that are required.

A new Chair is needed to head up the committee. No volunteers were forthcoming.

Catherine confirmed that her house sale is also progressing and she will also resign when she has a moving date. Julia Bove agreed to join the committee and also expressed an interest in taking over the Secretary post. Julia was duly co-opted onto the committee and warmly welcomed. Catherine will contact Julia to provide further details as to what is involved in the role.

Julia also agreed to take over the hall bookings from Joan. She intends to look into an online booking system.

- 10) **Community Shop Lease** The shop Lease is up for renewal in September 2024. It is important that a new Chair is identified asap to deal with the lease negotiations or a committee member steps forward to handle this matter on behalf of the Committee. Iain agreed to deal with the Lease renewal on behalf of the Committee. Andrew will email Iain a copy of the current lease. The committee need to discuss the rent payable from September 2024 allowing for inflation over the past 5 years and the fact that, since the current lease was signed 5 years ago, the Shop has the use of an additional storage shed and also the Hall lobby on a daily basis for the newspapers awaiting collection.

The committee agreed that the sum of £80 should be added to the previous rent of £880 pa plus an amount added for inflation over the past 5 years. The Consumer Price Index will be used for this calculation

11) **Any other business**

- 1) Lucy is currently carrying out the gardening but at £80 month it is proving quite expensive. She was asked to quote for the provision of hanging baskets for the Hall but these had come in at £220 for 4 baskets plus £20 maintenance per month. It was felt that this was too expensive and the expense could not be justified
- 2) Kate Wise has been the auditor for many years but has now said that she can't do it anymore. Sharon will see if she can find anyone in the village who may be able to assist.
- 3) The annual fire inspection has been carried out but the report has not yet been received.

Meeting finished 7.50pm

