



OTTERTON VILLAGE HALL COMMITTEE

Registered Charity Number 203780

Minutes for General Meeting of the Village Hall Committee, held in the Committee room on Wednesday 22nd April 2026 at 7.00pm

Present- Richard Witherby (Chairman), Sharon Young (Treasurer), Julia Bove (Secretary), Catherine Randall (Bookings Clerk), Claire Lister, Jerry Fry, David Pankhurst, Gill Headington, Cate Kay & Sue Britnell

1) **Apologies for absence-** None

2) **Minutes of the Annual General Meeting held 27th Jan 2026-**

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-** Geoff Porter and Belinda Shoemaker have resigned from the OVH committee, they have been a valued part of the committee and their contributions will be missed.

Gill Headington, Cate Kay and Sue Britnell have kindly decided to join the committee. They were nominated by RW, Seconded by CR and duly voted on to the committee unanimously. Gill Headington has joined the committee as community shop representative

4) **Correspondence-** Correspondence received from Geoff Porter & Belinda Shoemaker tending their resignations

5) **Chair's Report RW-**

Insurance

We have changed insurers due to the previous company wanting in depth and expensive annual service reports on the solar panels.

The new insurers are Allied Westminster who specialise in village halls. We have entered into a 5 year agreement with them to gain a discount. The annual premium is £808 which is actually cheaper than the previous insurer anyway. The new policy was based on a like-for-like basis including the re-build cost.

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Allied Westminster did stress the importance of an accurate rebuild cost and I'm not sure when the last proper valuation was carried out and has just been an indexlinked estimate. Allied Westminster have offered us a RICS rebuild valuation for £100. Personally I think it is worth doing as a one-off update so we know we are not undervalued going forward.

They also wanted 3 other contact names listed on the policy, these are currently, Sharon, Catherine and Julia. I will forward the documents to you three and I have a copy to pin on the noticeboard.

Emails

With regards to emails, I'm not sure who the generic 'village hall' email address goes to. I know I get them but I have a feeling that sometimes a few of us reply to the same message. If we can make sure that if we are replying to a message we copy all recipients in to avoid any confusion or repetition.

Cleaning

Needs to be reviewed. Suggested that Bev asked to undertake a weekly check as part of her routine or we need to make sure someone is checking between bookings. Bev currently employed for 1hr per week, could this be increased to 1.5hrs if she is willing? A check list for cleaning to be compiled to ensure that the hall and equipment is left clean and fit for use by the next client.

Better cleaning equipment needs to be purchased for hirers to clean with, maybe a better broom, dust pan and brush, mop (for hall & kitchen), add more obvious signage on the cupboard.

Fran has kindly donated a box of wine glasses to the hall. These are on the worktop and need putting away.

Website

Ro to be asked to update the committee members on the website.

Delegation

It would be good to have some specific roles people can take on if anyone is willing.

The ones I think would be useful are:

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Solar – reporting and checking panels for debris, arrange cleaning etc.

Action-DP to take on

WiFi- this is more a one-off looking into a extenders etc but also keeping an eye on any issues.

Action-RW & JF

Website – Someone to look into a new website, costs etc. Or at the least updating the current section on the village website.

Action-CK offered to look into costs of creating a more 'user friendly' website

Publicity – Social media, ideas to promote usage, target certain groups.

Action- CL has offered to look at developing a Facebook page and collating photographs for website.

Health and Safety & Safeguarding – Review of policies, checking we are compliant.

Action- CK offered to look into these and upload to website once updated. RW to send CK the policies we currently hold.

Weekly check of OVH- JF has agreed to take over these checks from GP

RW will be responsible for insurance, annual inspections and servicing. Fire risk assessment, and maintenance issues.

6)**Treasurer's Report SY**- SY to step down as treasurer at the end of June. Treasurer duties will be handed to JF who has kindly offered to take over. OVH is currently in credit £5760 in current account & has £18,830 in reserves. However the OVH accounts are still down by £400 (at the same point last year) due largely to lack of bookings and cost of heating the hall (approximately £7 per hour).

7) **OVH Wifi details to finalise end of contract RW**- Wifi contract will come to an end 14th May. JB has been emailed with end of contract documents. BT to send a pre-paid envelope for return of router. Shop will set up a new contract. RW & JF to look into whether wifi extenders or boosters will be needed.

8)**Community Shop Update GH**- GH raised that there was a condensation problem with the large shed which means considerations have to be taken

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as to what shop goods can be stored inside. The OVH lease states that the sheds must be in a weather-proof condition. Shop & OVH to monitor for future maintenance.

9) **Community Shop Solar tariff/contract update** -SY & DP to speak to Iain re tariff for last quarter

10) **Actions raised at December's & January's Meetings**- Where we are with these Please see list below.

- A list to be generated of the issues found and quotes/costs for the work to be completed. Person Responsible- RW
Still to be completed
- HIVE app to be installed/set up to enable heating of the hall to be accessed remotely. Persons Responsible -RW & JF
Action- alternatives to be looked into
- Look at current booking set up on Hall Master & adjust where necessary to ensure customers receive key code and booking Ts & Cs with booking confirmation. Persons responsible- RW & CR
Action- RW to write an email for hall bookings via Hall Master re invoicing, key codes & hall licenses etc
- Old Dr's surgery to be tidied and inventory taken of contents. Persons Responsible- OVH committee
Completion Date- May 21st 2026 5.30pm
 - BT to be contacted directly by Jeremy Wakeling & Iain Birch to facilitate the transferring of the current BT contact & admin. RW & BS to be consulted where necessary. Persons responsible – Jeremy Wakeling & Iain Birch.
Completed- Account/Contract for OVH has been closed by BS
 - Solar Accounts to be sent to DCC to meet compliance requirements of our funding. Person Responsible- DP
Completed
 - Kitchen cupboards to be tidied and inventory taken of contents. Persons Responsible- OVH committee
Completion Date- May 21st 2026

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- CR raised that Hall master email still registers JB as name on bookings raised. Person responsible JB to call Hallmaster and get this changed.
Completed
- SY raised the need for a floor scrubber to be purchased GP said that shop were facing the same issue, so will look into sharing the cost to purchase scrubber. GP to liase with shop & discuss purchase with SY
Action currently on hold as this is not currently required by shop.
- GP asked if OVH Window cleaning could be extended to include the shop SY to contact existing window cleaner for prices.
Completed- Window cleaner has been spoken to for quote. One of the shop volunteers has kindly offered to clean the windows.

11)**Any other business-** Nothing to report

Next meeting to be held- 15th July 2026 7pm.

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