TTERTON VILLAGE HALL COMMITTEE

Registered Charity Number 203780

Minutes for General Meeting of the Village Hall Committee held in the Committee room on Wednesday 14th October 2026 at 7.00pm
Present-Richard Witherby (Chair), Cate Kay (Treasurer), Julia Bove (Secretary), Sharon Young, David Pankhurst, Jerry Fry, Sue Britnell & Gill Headington (Otterton Village Shop representative)

1) Apologies for absence- Catherine Randall. Claire Lister has resigned from the committee; the committee have thanked her for all her years supporting the village hall.

2) Approval of minutes of the meeting held 15th July 2026- The minutes having been circulated, were approved by the committee as a true record of the meeting.

3)Matters arising- Role of treasurer has been passed to Cate Kay. SY will liaise to facilitate the transition.

4)Correspondence- RW received an email from someone who was charged for displaying a notice outside the village shop for a charity event. GH will talk to JW about the shop taking on the notice board & making charities exempt from being charged. Any future monies taken for notices displayed will be used for notice board maintenance.

5)Chair's Report – Boiler to be serviced 10/11/26
RW to look at installing a Hive system.
Insurance for OVH being arranged with Allied Westminster. RW waiting to hear back from company to ensure that the shop is included in the cover.
RW to update the charity commission with new trustees.

6)Treasurer's Report – OVH accounts are currently stable.
Current Account £7293.75 Savings Account £18,951.17. Outstanding invoices £482

Chairman: Richard Witherby, ☎07989432423 chair.ottertonvh@gmail.com
Secretary : Julia Bove ☎07914591390 secretary.ottertonvh@gmail.com
Treasurer: Sharon Young ☎07443890575 treasurer.ottertonvh@gmail.com
Bookings Clerk: Catherine Randall ☎07779618452 bookings.ottertonvh@gmail.com

Future expected expenditure for Calor Gas to fill the tank, estimated at £1800

7) OVH Wi-Fi – RW has had cable extended into the hall, there are now repeaters in the kitchen & committee room. There have been problems with intermittent signal in the shop, however this seems to be throughout the village. RW to invoice treasurer with costs for extenders, cable and Bluetooth adapter.
Network name- Nova_9420 Password- done7797
Microphone not charging, possible fault with internal battery? RW to look at.

8)Community Shop Update – Nothing to report

9)Community Shop Solar tarrif/contract update – Running well, bills are now being generated & invoices sent. Next payment due at the end of October '26

10) Updates on actions from previously minutes-
Solar- The hosepipe ban has meant that the solar panel have not been cleaned. DP was advised against cleaning them himself due to health and safety risks.
Website-CK has liaised with RS about updating the website. This is in progress.
Publicity- Photos needed of events and activities held at the hall. These can be then used for future publicity and on website.
Health and Safety & Safeguarding-CK is reviewing our current policies. The committee agreed that the policy will be reviewed yearly. SB will be reviewing and updating our safeguarding policy. Both policies will be displayed in the village hall and on the website once completed.
The committee discussed; safe storage of cleaning products, fire risk assessment, first aid kit contents, accident book and checks on these.
The committee agreed that following an event at the hall, such as a party, the committee will receive a WhatsApp message from CR about the booking, one member of the committee will volunteer to visit the hall after the event

to check the first aid kit, accident book and to make sure that the hall has been left in a suitable condition with rubbish removed and fridge clean and left open etc.
At the last Calor Gas safety check it was recommended that the safety shut off valve was lowered from its current position and that the regulator was replaced-RW to investigate prices to do these.
Committee discussed having a notice board installed in the hall for the use of displaying OVH notices only. The current notice board is used by other agencies when hiring the hall and some OVH notices have been removed.

Weekly Check of OVH- JF has been overseeing the weekly checks.

11) AOB- CK and SB would like to organise a Craft Fair in the village hall. They are exploring dates and contacting possible interested crafters. Profits from sale of tables will be donated to Otterton Village School and Village Hall.

12) Date of next meeting- Wednesday 13th January at 7pm.
This will be our AGM