



## **TTERTON VILLAGE HALL COMMITTEE**

Minutes of an Ordinary General Meeting of the committee held in the Committee Room of the Village Hall on Monday October 17<sup>th</sup> 2022 at 7.30pm.

Present: Andrew Sharp (Chairman & Secretary) Joan Cullen (Hon. Treasurer), Emma Cooling, Melanie Martin, Geoff Porter and Sharon Young.

- 1) **Apologies for absence.** Apologies had been received from Claire Mils and Catherine Randall.
- 2) **Minutes of the last OGM.** The minutes of the last OGM meeting held on 16<sup>th</sup> May 2022, having been circulated, were considered correct and were signed as a true record of that meeting.
- 3) **Matters Arising.** Shed No. 5 had now been cleared and the Community Shop had taken it over to use an extra store. This would be added to the lease when it came up for renewal in 2024.  
Since the last meeting, Graham Dabrowiecki had redecorated the outside of the building, which had demonstrated just how much it had been needed.
- 4) **Correspondence.** There was none.
- 5) **Treasurer's Report.** Bookings are beginning to get back to normal again., the grant from the council proved to be most useful and has helped pay for necessities highlighted by our Health and Safety Audit as well as the recent Fire Risk Assessment.  
Our tariff with EDF Energy has been fixed at £33 for the next 12 months. The interest rate on our reserve account has crept up a little, so we will transfer money there from the main account.  
Having paid for the external decoration of the hall and all the various electrical/gas certification, our current account stands at £11,076.60, with our reserve account at £13,762.27

- 6) **Health and Safety Policy.** The PAT Testing and 5-year Electrical Certificate had been conducted and all had been found to be well. The kit to install an emergency pull cord for the disabled toilet had been obtained, this would need access into the shop to wire it all up. Due to constraints, work within the shop would have to be undertaken outside their opening hours, thus adding to the cost. It was decided to shelve the idea of installing an extraction fan, since it would require ducting through the shop and out through a lead slate in the roof, the cost of this proved to be prohibitive.
- 7) **Fire Safety Inspection Update.** The Fire Risk Assessment report had been received and circulated. Most of the physical requirements had since been completed. Richard Witherby had quoted £432 for fitting a new fire door and installation of smoke seals to two existing doors. This was thought to be acceptable, and it was agreed to give him the go ahead. Regarding recommendations for training and fire drills, it was agreed that all hirers should receive a copy of the relevant documents for them to read and action where appropriate. It was noted that we still needed to raise documentation to make contractors etc. aware of where asbestos was located in the building. **ACTION AS**
- 8) **Works to Storeroom.** A quote from Richard Witherby for £240 had been received for the repair of the storeroom floor. It was agreed to ask him to carry out these works. **ACTION AS**
- 9) **Community Shop Issues.** Whilst the shop had the use of the lobby, they were asked to keep it clear of empty cardboard boxes. Also, the windowsill was accumulating various leaflets making it look tatty. On behalf of the shop, Geoff agreed that they would take on responsibility for keeping the lobby clean. At a recent meeting of the Shop Committee, the idea of re-introducing regular Coffee Mornings on a day to be decided, had been floated. This was to be aimed at anyone, lonely or otherwise, to meet and talk with fellow villagers. Subject to their being sufficient interest from the village, the Community Shop were willing to consider contributing towards the venture. It was agreed that our committee would also support such an idea.
- 10) **Otterton in Need Request.** Emma outlined their request to install a box in the lobby. This would be dual purpose insomuch as it would hold leaflets on OINRC as well as a slot where completed leaflets could be securely left. It was agreed that this box could be affixed to the wall to the right of the inner door. **ACTION EC**
- 11) **Safeguarding.** A draft policy had been prepared. A Safeguarding Expert had edited this. As our Safeguarding lead, Claire Lister had asked to whom she should report any issues. We were awaiting clarification before adopting the draft as our policy. **ACTION AS**

12) **Solar Panels.** We had looked at this and rejected it a few years ago. It was thought that with progress in this industry we should revisit it. On its own, the village hall's consumption of electricity would not warrant solar panels. However, with the shop using much more power for their chillers and air conditioning, if the hall installed them on the roof, combined with a battery, then we could sell power to the shop at a mutually agreeable rate. It was thought that there may well be grants for this available and it was agreed to investigate further. **ACTION AS**

**13) Any Other Business.**

- a) Geoff reported that the side gate and posts were falling apart. Joan agreed to approach Richard Witherby to see if he would have the time to repair/replace. If not, then another tradesman should be asked to quote for the work. **ACTION JC**
- b) Andrew had noted that the Perspex on the outside notice board had become opaque. The cost of replacing it was in the region of £45. Geoff agreed to enquire whether the shop was happy to go halves on this expenditure. **ACTION GP/AS**
- c) When Andrew has visited the hall last Tuesday morning, he found the following issues:
  - i) The floor was covered in crumbs and had obviously not been swept.
  - ii) The chairs had not been put back on the stage. The lady running the Pilates class had to lift these back on to the stage herself.
  - iii) The kitchen outside door was unlocked.
  - iv) The internal key cabinet was unlocked.
  - v) The storeroom had been left unlocked.
  - vi) The light was on in the gent's toilet.
  - vii) Two windows had been left wide open.

The Harvest Supper had been held the previous Thursday evening, a wine tasting evening on the Friday and keep fit on Monday evening. It was conceded that a caretaker wasn't affordable, but these groups must be made re-acquainted of their responsibilities when leaving the hall.

- d) It was agreed that the cleaner was not doing a good job in covering all regions of the hall. It was suggested that she should be provided with a list of all the areas that needed her attention. These tasks to be completed on a rolling basis.

**ACTION JC/AS**

There being no other business, the meeting closed at 8.21pm.