



## OTTERTON VILLAGE HALL COMMITTEE

Minutes of an Ordinary General Meeting of the committee held in the Committee Room on Monday 23<sup>rd</sup> January 2023 following on from the AGM.

Present: Andrew Sharp (Chairman & Secretary) Joan Cullen (Hon. Treasurer), Emma Cooling, Claire Lister, Melanie Martin, David Pankhurst and Sharon Young.

- 1) **Apologies for absence.** Apologies had been received from Claire Mills, Geoff Porter and Catherine Randall.
- 2) **Minutes of the last OGM.** The minutes of the last OGM meeting held on 17<sup>th</sup> October 2022, having been circulated, were considered correct and were signed as a true record of that meeting.
- 3) **Matters Arising.** Otterton in Need Relief Charity had now placed their leaflet box in the lobby.

Joan had asked Richard Witherby to look at the side gate, which needed replacing. Joan would follow this up. **ACTION JC**

We hadn't heard back from the Community Shop about whether or not they contribute 50% of the cost of replacing the opaque perspex on the outside notice board. **ACTION AS**

Joan had had a word with the cleaner, hall cleanliness had improved since then. It was agreed to monitor this ongoing. **ACTION ALL**
- 4) **Correspondence.** We had received a booking from EDDC for the use of the hall as a polling station for the May elections. Joan would contact them to confirm the hall's availability. **ACTION JC**
- 5) **Treasurer's Report.** As at the date of the meeting, the current account stood at £1,917.17 with the reserve account at £21,777.13. We had received a bill from Calor Gas for £1,408.74, the rate per litre of gas had nearly doubled since this time last year. We had recently agreed to switch our electricity supplier from EDF to British Gaslite. This would show us a saving of 52p per kWh weekdays and 44p per kWh for evenings and weekends, with the daily standing charge reducing by 15p. These prices fixed for 3 years.
- 6) **Health and Safety Policy.** Spenco Electrics had recently installed an alarm in the disabled toilet. Andrew had updated our Contractor's Safety Awareness Checklist

and had also produced a Hot Works Policy document. He had also created an Asbestos Register, it was agreed that this latter document should be handed out to any contractors when they working in the hall.

Richard Witherby, in line with his quotation, had replaced the floor to the store cupboard as well as fitting a firecheck door to it. He had also fitted smoke seals to two firecheck doors in the passage.

Sharon had recently been on a 1<sup>st</sup> Aid course and informed the meeting of the existence of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) She agreed to look into it and how it might affect a rural village hall. **ACTION SY**

- 7) **Safeguarding Update.** Our policy was now ready to send to all hirers together with our Fire Evacuation procedures. Andrew read out a letter he proposed to send to them all, this outlined what was expected of them. It was agreed that the wording in the letter was acceptable. **ACTION AS.**

In the event of Claire, as our Responsible Person being worried about any safeguarding issues, she should inform the police.

- 8) **Solar Panels.** The Chairman had recently visited Ide Community Shop and Hall where they had solar panels installed. Theirs was a different scenario to ours, insomuch as the roof of the hall was let to the shop, but the shop bore the cost of the panel installation. It was explained that our set up would be different as we would have to finance the panel installation ourselves, and look to recoup the investment by charging our Community Shop, so they saw a saving on their current rate per unit. However, it had been a useful exercise and we would let the Ide contingent know how we got on.

There were likely to be costs involved, even before a panel went on the roof. Being in a Conservation Area, such an array would require planning permission, we could also need a structural survey to ensure the roof could bear the weight of panels; although this latter requirement may well be something an installer would first carry out. Also any energy contract between ourselves and the shop might have to be first run past the Charity Commission.

However, it was agreed that as a quotation would not cost us anything, we should get a couple of prices for the work. In the meantime we could investigate what grants were available out there. **ACTION AS/JC**

- 9) **Hall Wi-Fi.** Andrew had been in touch with Airband, as they were advertising free Wi-Fi for village halls. Unfortunately, despite contacting them a couple of times, there had been no response, except emails asking Andrew to sign up for a home contract. It was suggested that, perhaps between ourselves and the Community Shop, we could share a fast fibre contract. At the moment, it seemed that the shop only had a minimal broadband speed available. **ACTION AS**
- 10) **Winter Warmer Coffee Mornings.** Melanie said that the previous event held in the hall had been a great success. She wanted to build on this and hold one possibly once a month. It was agreed that, subject to the heating behaving itself, this concept could be trialled further. Joan proposed that the hall should be offered without charge for such events and this was agreed by all. **ACTION MM**
- 11) **Any Other Business.** We would be looking for a gardener in the spring to cut the grass and keep the weeds at bay. Melanie had someone in mind and would contact them. **ACTION MM**

This year, with the centenary of the hall's foundation stone being laid as well as the forthcoming Coronation celebrations, it was discussed whether there could be some sort of photographic exhibition in the hall marking these events. It was agreed that if the Parish Council wanted to pursue these milestones, then the hall committee were happy to work in partnership with them. **ACTION MM**

There being no other business the meeting closed at 8.25pm.