

**ORWELL VILLAGE HALL MANAGEMENT
COMMITTEE
MINUTES OF A 'VIRTUAL' AGM HELD ON
12 MAY 2020**



Present

Dorothy Turner (DT) (Women of Orwell)
 Bill Hollins (BH) (Carpet Bowls)
 Val Rees (VR) (Pannier Market)
 Ian Rumbold (IR) (Table Tennis)
 Josh Healy (JH) (Orwell FC and Orwell PC)
 Derek Skipper (DS) (Computer Club)
 Colin Hoptroff (CH) (Film Club)
 Ashley Ives (AI) (Chairman Designate) (from Agenda Item 4)
 Mark Collins (MC) (Treasurer)
 Barry Sharman (BS) (Orwell Singers + OVHMC Maintenance Lead)
 Andrew Pulham (AP) (Secretary)

1. Welcome and meeting arrangements

In the absence of the Chair, MC laid out the basic arrangements for the conduct of this 'virtual' meeting and it was agreed that he would chair the meeting through to Agenda Item 3.

2. Apologies

Mike Ward (MW) (Film Club)
 Roger Daw (RD) (Film Club)
 David Titchmarsh (DT) (Chairman)

3. Election of Chairman

Members of the Committee noted that they had been sent Ashley Ives' brief introductory email in advance of the meeting. Following a short discussion, the Committee voted on a unanimous basis to elect Ashley as Chairman of the OVHMC.

At this point AI joined the meeting and took over the chair from MC.

4. Minutes of the AGM on 10 May 2019

These were agreed unamended, to be signed by the Chair when circumstances allowed.

5. Matters arising not on current agenda

None advised

6. Chairman's report

AP read the outgoing Chairman's report in full, on his behalf.

The Committee requested that its immense gratitude to David for his tireless work on behalf of the village hall over so many years be recorded in the minutes.

The Committee requested also that a more tangible expression of its thanks be organised as and when current circumstances permit.

7. Treasurer's report

MC took the Committee through his report, which included the Statement of Accounts for 2019/20 and which had been circulated in advance of the meeting.

MC confirmed the receipt of a Government Grant, linked to the Covid-19 crisis, which was roughly equivalent to a full year's income for the hall. Attendees noted however that the hall's primary source of income, lettings fees, had dried up since April and the longer the lockdown continued the more that grant might be needed simply to replace lost income. Should a surplus remain, opportunities might be sought to further improve the hall's facilities.

MC advised also that the 2020/21 insurance proposal, just received, was approximately £250 cheaper than the equivalent policy the previous year, although enquiries had confirmed that the insurer and the level of cover remained unaltered. On that basis he had renewed the insurance through the broker, Community Action Suffolk, for the coming year.

MC reminded those present that this was insurance only for the Village Hall and that individual hirers are required to organise separate insurance based on the nature of the event they are organising. This is set out clearly in the 'Terms and Conditions of Hire'.

A number of questions were asked as follows:

Q. Can the OVHMC seek to cover at least the core, village organised uses of the hall on its main insurance policy?

A. MC and AP agreed to investigate.

Q. Is public liability covered in the main insurance policy?

A. AP agreed to investigate.

The 2019/20 Statement of Accounts as presented was approved unanimously by the Committee.

Actions:

- **AP to investigate in respect of the two questions asked and to report back to the next meeting of the OVHMC.**
- **AP to circulate policy document to Trustees.**
- **AP to confirm the position in respect of individual hirers of the facilities in relation to the main policy.**
- **AP to put opportunities for improvements to facilities on the agenda for the next meeting of the OVHMC.**

8. Election of officers

The following were elected into the roles specified, each on a unanimous basis.

Vice-Chairman	Derek Skipper
Treasurer	Mark Collins
Secretary	Andrew Pulham

9. Facilities update

BS took the Committee through his report which had been circulated in advance of the meeting.

i) Decorating proposals

The background to the proposal being put to the Committee was explained and a number of questions were raised, which were answered by BS, AP and others as appropriate.

Officers' recommendation that the contract be awarded to Allcoat Decorative was put to the vote and it was agreed on a unanimous basis (JH abstained on the basis of a possible declarable interest).

It was agreed that BS would be the project lead for the redecoration.

Actions:

- **AP to write to the Parish Council to confirm the OVHMC's decision and to seek release of the Council's grant for these works.**
- **BS to confirm award of contract to Allcoat Decorative.**

ii) Telecoms Issues

JH updated the Committee on the position with regard to the temporary mast that had been affixed to the side of the hall, in anticipation of the building possibly

needing to be used by OPC as a planning co-ordination point during the Covid-19 emergency.

iii) Maintenance Issues

The Committee noted and supported BS' advice that due to the lockdown it had not been possible to make additional progress with the list of maintenance issues he had prepared. It was, however agreed that a further walkthrough/inspection would be undertaken in the near future. It was agreed also that to ensure the hall received the best possible price for its heating oil, alternative supply arrangements, such as 'Boilerjuice' would be investigated.

Actions:

- **AI and BS to arrange to do an inspection of the hall, ASAP.**
- **BS to obtain price comparisons as and when the hall needs a significant supply of oil.**

10. Proposal for logo

The Committee's attention was drawn to a proposed logo for the Village Hall, which had been designed by BS. This had been circulated in advance of the meeting. It was proposed that this logo be used on documentation associated with the hall, to include the website.

The logo met with the unanimous approval of the Committee and was adopted.

11. Date and time of next meeting.

It was agreed that this be arranged for the first week of July, with a precise date and time to be confirmed.

Minutes Approved: _____

Signed by Chair: _____

Date: _____