

**ORWELL VILLAGE HALL  
MANAGEMENT COMMITTEE  
MINUTES OF THE AGM HELD AT  
10:30 ON 25 MAY 2021 AT ORWELL  
VILLAGE HALL**



Present: Ashley Ives (Chair) (AI)  
Mark Collins (Treasurer) (MC)  
Andrew Pulham (Secretary) (AP)  
Barry Sharman (Maintenance Officer) (BS)  
Val Rees (Pannier Market) (VR)  
Dave Titchmarsh (Hillsiders) (DT)  
Derek Skipper (Vice-Chairman and Computer Club) (DS)  
Bill Hollins (Bowls Club) (BH)  
Roger Daw (Film Club) (RD)  
Ian Rumbold (Table Tennis) (IR)  
Nancy Skipper (NS)

**1. Chair's Welcome**

AI welcomed all present and ran through the meeting arrangements, including the requisite Covid-19 precautions.

**2. Apologies for Absence**

Apologies had been received from Chris Randall (Orwell FC) and the Committee also noted that Mike Ward (film club) had resigned from the Committee for personal reasons.

**3. Minutes of AGM on 12/05/20**

These were agreed without amendment and were signed by the Chair.

**4. Matters arising**

None identified.

**5. Election of Officers**

i) Chair

No other nominations or self-nominations having been received, AI was elected as Chair of the OVHMC for a further year.

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ii) Vice-Chair

DS confirmed his intention to stand down as Vice-Chair with immediate effect and the Committee proposed that BS be elected as Vice-Chair for the coming year.

BS was duly confirmed as Vice-Chairman.

AI proposed that in view of the long and distinguished service of colleagues such as DS the role of Honorary Member of the OVHMC be created. This was agreed by the Committee and DS and MW were elected as Honorary Members. Whilst there would be no voting rights associated with this office, unless the Honorary Member was also representing a village organisation, the value to the current OVHMC of the accumulated knowledge of colleagues such as DS and MW was immense and should be preserved.

iii) Treasurer

No other nominations or self-nominations having been received, MC was confirmed as Treasurer for the coming year.

iv) Secretary

No other nominations or self-nominations having been received, AP was confirmed as Secretary for the coming year.

## 6. Chairman's Report

i) Publicity

AI suggested that a bigger push was required in terms of marketing the newly refurbished hall and all it has to offer, especially as some regular hirers had recently fallen away.

### It was agreed that:

- **The OVHMC would take a stall at the Pannier Market in July**
- **Trustees would come up with marketing proposals and put these to the officers.**
- **The OVHMC would promote an 'open mic' or 'open band' event, when circumstances permit.**

ii) Projects

AI identified some potential projects to be undertaken during 2021/22 if possible, as follows:

- Stage area refurbishment
- Rear fire exit improvements
- Refurbishment of the kitchen
- Replacement of committee room carpet
- New lighting in committee room
- Refurbishment of shed at rear of building (Harold)

**Action: AP to schedule 'projects' as a standing item on the agenda for all future meetings.**

iii) Health and Safety

AI advised that it was his intention to commission an external fire risk assessment for the building, and drew to the Committee's attention that this could lead to a recommendation for the installation of a fire alarm system. AI advised also that he intended to undertake periodic Legionella testing at the hall. A possible need for a security system was also being considered.

iv) Hall bookings

AI reminded the Committee that if regular users know they will not be able to use one or more of their block bookings, these should be released at the earliest opportunity, to enable the slots to be made available to other users.

**It was agreed that block-bookers of the hall would notify MC as soon as they knew of a slot that they were not going to use.**

v) Constitution

AI raised the question of whether there is any distinction between a Trustee and a Committee member in terms of matters such as voting rights. At present the appellations are regarded as effectively synonymous.

**It was agreed that AP would speak to the Charity Commission concerning the above and also ask for guidance on the potential for substitutes/proxies to represent clubs and societies at meetings.**

The question of whether the current constitution (trust deed), created in 1959, remains fit for purpose, was also discussed and the possibility of transitioning to a more modern constitution was mooted.

**It was agreed that AP would make contact with Suffolk and Cambs ACRE to explore the possibility of adopting a new, model constitution.**

## **7. Treasurers' Report**

MC took the Committee through his report, which had been circulated ahead of the meeting.

The Committee was reminded that it had received several generous grants during 2020/21, many linked to the Covid-19 pandemic. As a result the hall's finances were in an excellent position and reserves were considerable in excess of what was required from a financial prudence point of view. As a result, MC floated the potential for the Committee to return some of these grants, either to SCDC or the Parish Council, once the hall's needs have been met and once the future had become clearer.

**It was agreed that:**

- **Outstanding projects would be worked up and priced**

- **An attempt would be made to project the hall's income position looking forward**
- **As a consequence of the above the Committee would arrive at a final position concerning its reserves and potential commitments and would then consider returning some of the grants received.**
- **This matter to be placed on the agenda for a future meeting of the OVHMC.**

MC advised that he would be creating a section on the village hall website to promote the activities that take place at the hall, for marketing purposes.

**It was agreed that clubs and societies would liaise with MC over the creation of this content.**

### **8. Fees and Charges 2021/22**

The Committee agreed to leave fees and charges unchanged for 2021/22.

### **9. Maintenance Update**

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

**The following actions were agreed:**

- **A grid/mesh to be placed over the sloping ramp from the side fire exit door (BS)**
- **Possible improvements to the path from the bottom of the ramp to the footway to be investigated (BS)**
- **The possibility of relocating or removing the pole erected to allow Wi-Fi to operate at the village hall to be investigated, linked to the forthcoming installation of fibre by 'County Broadband', which would be provided free of charge, in perpetuity, to the village hall (AP)**
- **AP to contact County Broadband to confirm their timescale for installation of fibre in the village.**

### **10. Major Projects**

Already covered under item 6 (Chair's Report)

### **11. Marketing/Publicity**

Already covered under items 6 (Chair's Report) and 7 (Treasurer's Report)

### **12. Any Other Business**

RD advised the Committee that a report needed to be sent to WREN pursuant to the terms of their grant for the refurbishment of the toilets.

**Action: AP to provide report to WREN as required.**

VR enquired of the officers as to when the hall might be able to re-open for use on a 'normal' basis. AI confirmed that this was unknown, but that the officers would continue to monitor the position, including Government announcements.

**Action: AP to write to trustees and regular users with an update, once the position has become clearer in terms of a reduction or removal of restrictions.**

VR asked whether any additional items might be beneficial for the kitchen. It was agreed that with the possible exception of a glass washer, the kitchen was suitably equipped.

The Committee thanked NS and DS for the work they had put in to building a full inventory of all kitchen items.

**13. Date and Time of Next Meeting**

This was agreed as Tuesday, 20 July at 4pm.\*

**The Chair closed the meeting at 11:40**

\*NB this date was subsequently changed to Thursday, 29 July at 4pm and this was communicated to the Committee on 10 July.

Minutes Approved: \_\_\_\_\_

Signed by Chair: \_\_\_\_\_

Date: \_\_\_\_\_