

# Orwell Village Hall Management Committee

## Minutes of a Meeting Held on Thursday, 29 July 2021



### **Present**

Dorothy Turner (Women of Orwell) (DT)  
Bill Hollins (Bowls Club) (BH)  
Dave Titchmarsh (Hillsiders) (DT)  
Roger Daw (Film Club) (RD)  
Ashley Ives (Chair) (AI)  
Barry Sharman (Vice-chair) (BS)  
Andrew Pulham (Secretary) (AP)

### **1. Welcome**

The Chair welcomed all those present, to the meeting.

### **2. Apologies for Absence**

The Secretary reported that apologies had been received from Val Rees (Pannier Market), Mark Collins (Treasurer), Chris Randall (Football Club), Ian Rumbold (Table Tennis) and Derek Skipper (Hon. Member, OVHMC)

### **3. Head Officers' Status**

AI advised that Mark Collins is currently indisposed, but remains contactable. AI advised that AP is also facing other demands on his time at present and that should Committee members wish to contact him they might wish to 'cc' another officer, to ensure a prompt response.

### **4. Covid-19 and the Hall**

AI updated the Committee on the current position.

There are no longer any legal restrictions on use of the hall; therefore this is no longer a matter for this Committee (and in particular the officers of the Committee) to address. Individual hirers and representatives of clubs and societies are therefore encouraged to conduct their own risk assessment and to put in place such measures as they consider are necessary to ensure the health and safety of attendees.

## 5. Chairman's Report

AI gave an update on activities underway by reference to the actions agreed at the AGM on 25 May 2021.

<b>Action</b>	<b>Current Status</b>	<b>Proposal</b>
OVHMC to take a stall at the July Pannier Market	BH and RD confirmed that each had taken a stall on behalf of their society and that this had generated some interest, albeit modest.	Consideration to be given to more such stalls at the September Pannier Market.
Hold 'open mic' event at the Village Hall	This remains under consideration.	N/A
Block bookings	AI reminded Committee members who make block bookings to let MC know should they be unable to use any of their slots.	N/A
Review Constitution	AP has identified a Model Constitution promoted by the Charity Commission that seems fit for purpose.	AP to continue to research viability of this and other model constitutions and report back.
Report to WREN over use of toilet grant.	AP has reported and WREN has advised that no additional reports are required.	N/A

AI advised that a number of new actions/initiatives are proposed, as follows:

<b>Action</b>	<b>Next Steps</b>
Develop plans to upgrade kitchen and servery area	Bring forward costed proposals to a future meeting of this Committee
Better marketing of clubs and societies via the VH website	Clubs and societies to liaise with MC over development of content.
Minor grants scheme for clubs and societies to assist with their development/sustainability (subject to compliance with all appropriate Regulations and to Committee approval)	Clubs and societies to email AI with proposals/requests

AI confirmed that the 2020/21 accounts had been audited and that the annual financial return had been made to the Charity Commission.

## 6. Treasurer's Report

In the absence of the Treasurer, AP delivered his report.

The following question was asked in respect of this report:

**Q. Are we losing potential bookings because we only allow bookings online? Might this even be discriminatory?**

*A. (AI) It was agreed that officers would look again at this. Should it be agreed that a problem exists, possible solutions could include purchasing a cheap mobile phone with an ansaphone capability, to enable inquirers to leave a message and request a ring-back.*

## **7. Vice-chairman's Report (Maintenance)**

BS took Committee members through his report.

The Committee AGREED the planned and proposed maintenance and works items set out in BS' report.

It was further AGREED that BS should obtain quotes from contractors to keep on top of weed growth around the outside of the hall.

It was further AGREED that BS/MC should look into getting the audio equipment in the hall overhauled and upgraded. It was noted that Absolute AV Solutions had undertaken the last overhaul and agreed that they should be approached once again.

### Proposed Upgrading of Committee Room

BS and AI took the Committee through proposals to upgrade facilities in the Committee Room, as follows:

- Enhance IT provision/infrastructure, to include videoconferencing and projection facilities, to make the room more attractive to business users.
- Refurbish/replace stained carpets.
- Upgrade lighting.
- Decorate the toilets

The Committee AGREED the above programme of upgrades.

## **8. Response to Communications Received from Committee**

AI thanked those Committee members who had sent him proposals for the ongoing development of the hall. These will be evaluated on an individual basis in terms of their feasibility and responses will be made in due course.

## **9. Any Other Business**

A number of questions were asked as follows:

**Q. Are hall users still required to engage with the 'track and trace' service each week?**

*A. (AI) Yes, you should still do this. If you are not able to use the QR Code provided, your club/society might consider maintaining its own register of attendees.*

**Q. When will it be possible to book events such as dances again?**

*A. (AI) Now!*

**Q. What is the position vis a vis insurance?**

*A. (AP) The position remains unchanged. Clubs and societies are expected to maintain their own insurance to cover their activities. The hall maintains its own insurance to cover the activities of Trustees and to serve as 'last resort' insurance in respect of one-off hirings, where it would be unreasonable to expect the hirer to take out insurance for that single event.*

**Q. Does DT still hold an individual licence for the hall?**

*A. (DT) Yes, and it has a long time left to run.*

**Q. We have received an inquiry from Sue Miller as to whether the village archives could be stored in the Committee Room. Would this be possible?**

*A. (All) It was agreed that although this would be given consideration, this was not a good idea. The Committee is about to upgrade this room in order to promote its use and the additional 'clutter' that might ensue from turning it into a storage room would be unwelcome.*

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

This was agreed as Tuesday, 19 October at 10:30 in the Village Hall.

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

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

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