

# Orwell Village Hall Management Committee

## Minutes of a Meeting Held at 16:00 on Tuesday, 26 October 2021



### Present

Roger Daw – Film Club (RD)  
Leslie Daw – Bowls Club (LD)  
Ian Rumbold – Table Tennis (IR)  
Derek Skipper – Hon. Member (DS)  
Dave Titchmarsh – Hillsiders (DT)  
Val Rees – Pannier Market (VR)  
Ashley Ives - Chair (AI)  
Mark Collins - Treasurer (MC)  
Barry Sharman - Vice-chair (BS)  
Andrew Pulham - Secretary (AP)

### 1. Welcome

The Chair welcomed all those present to the meeting.

### 2. Apologies for absence

Apologies had been received from Chris Randall (OFC) and Dorothy Turner (Women of Orwell).

### 3. Minutes of meeting on 29/07/21

These were approved without amendment and signed by the Chair.

### 4. Matters arising not on current agenda

It was agreed that actions recorded on the above minutes were either closed, ongoing or were listed on the current agenda.

### 5. Chairman's report

AI took his fellow trustees through his report, which had been circulated in advance of the meeting.

In response to a question over the maximum capacity of the hall, it was suggested that this might be set out in the hall's Fire Regulations and it was believed by some attendees to be 160.

**Action: AP to check to confirm the maximum number of attendees permitted in the hall at any one time.**

## **6. Treasurer's report**

MC took his fellow trustees through his report, which had been circulated in advance of the meeting.

MC confirmed that at the present time, revenue accruing from hires was more or less balancing out against expenditure, on a month-to-month basis.

In response to a question over the non-functioning Wi-Fi, MC confirmed that all efforts were being made to achieve a repair in time for the Pannier Market on 6 November. Trustees were reminded that the current arrangement will only have to last until County Broadband installs fibre broadband free of charge in perpetuity. This installation is likely to take place in the spring.

MC re-iterated his request that hirers pay by bank transfer if at all possible.

### **Actions:**

- **AI to deliver a spare, medium-sized SIM to MC.**
- **MC/AP to confirm to VR by Thursday, 4 November whether or not it has been possible to repair the Wi-Fi.**

## **7. Maintenance update**

BS took his fellow trustees through his report, which had been circulated in advance of the meeting.

Trustees noted the very generous donation of £1,800 by the Orwell Players, towards the refurbishment of the back room.

In response to questions, the following actions were agreed:

### **Actions:**

- **The back room to be formally named in recognition of the Orwell Players' donation. BS to come back to the Committee in January with proposals (e.g. the 'TOPS Room').**
- **BS and AI to chase Campbell Weir for a quote to maintain the exterior planting. If no quote received, other avenues to be pursued.**
- **New combination microwave/grill to be purchased to replace the one that had failed its PAT and had been discarded.**
- **Problems with external metal steps serving rear emergency door to be attended to. (BS)**

## **8. Covid-19 update**

Trustees were advised that there had been no change in Government advice or Regulations since the meeting on 29 July. It remains for each hirer to conduct their own, informal risk assessment and to put in place such precautions as they see fit based on the nature of their event.

In response to a question, it was confirmed that the kitchen and all equipment contained therein is available for use.

## **9. Update on projects**

It was agreed this had covered in the reports given under agenda items 5, 6 & 7.

## **10. Review of constitution**

AP suggested that whilst sound in many respects, the current Trust Deed, entered into in 1959 was proving unwieldy as a constitution for the 2020s and asked for the views of his fellow Trustees. He had circulated a model constitution issued by the Charity Commission, which would involve the village hall operating as a 'Charitable Incorporated Organisation'.

The OVHMC authorised officers to incur expenditure to a maximum of £1,000 in pursuing the necessary legal advice and assistance.

Following a discussion, the following actions were agreed:

### **Actions:**

- **The Parish Council (Custodian Trustee) to be asked for its support for this proposal. (AP)**
- **The Parish Council to be asked to subscribe to Cambridgeshire ACRE, as it was believed its current subscription was to Suffolk ACRE. (AP)**
- **Cambridgeshire ACRE to be approached with a view to obtaining assistance/legal advice on the implications and practicalities of such a move. (AP)**
- **Other village halls that had already made the transition to be canvassed as to their experience of doing so. (AP)**

## **11. Response to communications received from committee members**

VR raised the matter of the chairs in the village hall, which it was suggested were impeding the successful operation of the pannier market. It was suggested also that as well as taking up a lot of floor space, the chairs can be quite heavy for people to move and 'un-stack'. VR advised she had obtained a quote to replace the existing stock with lighter, folding chairs, which could sit on a hanging device. The approximate cost of these replacement chairs would be £4,800 which could possibly be offset by selling the existing chairs.

Following a discussion and the informal canvassing of Trustees' views, it was agreed that this would not be valid expenditure at the present time, although the quote would be retained by the Secretary in case the position changed at some point in the future. The matter was not put to a formal vote.

AI referred his fellow Trustees to a letter from the Bowls Club that had been received earlier that afternoon. (LD, AI, RD, DS and DT declared an interest in this matter as members of the Bowls Club).

On behalf of the Bowls Club, LD explained the difficulties the members are experiencing with putting out and clearing away the mats. The purchase of the device in question would make this much easier and would enable the removal of the storage boxes in front of the stage.

Following a discussion, it was agreed that the OVHMC would consider making a grant towards the cost of the mat storage equipment once it had been satisfied that all other possible grant sources had been exhausted.

The following actions were agreed:

- **Bowls Club to approach the following grant awarding bodies:**
  - **Orwell Parish Council**
  - **SCDC**
  - **Cemex**
- **Report on progress to be brought to the January meeting of this Committee.**

**12. Any other business**

None declared.

**13. Date and time of next meeting**

It was agreed that the next meeting of the OVHMC would take place at 11:30 on Tuesday, 11 January 2022, to be followed by drinks and nibbles to welcome in the new year.

**The Chair closed the meeting at 17:30**

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

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

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