

## Orwell Village Hall Management Committee

### Minutes of a Meeting Held at 19:00 on Thursday, 15 June 2023



Present:

Mark Collins (MC) Acting Chairman & Treasurer  
 Andrew Pulham (AP) Secretary  
 Barry Sharman (BS) (Vice-Chairman and Maintenance Officer)  
 Roger Daw (RD) Film Club  
 Nancy Daw (ND) Film Club  
 Chris Randall (CR) OFC and Table Tennis  
 Val Rees (VR) Pannier Market  
 Derek Skipper (DS) Film Club & Hon. Member  
 Dorothy Turner (DT) Women of Orwell

**The meeting started at 19:00 and remained quorate throughout.**

#### **1. Chairman's welcome**

MC welcomed all Trustees to the meeting.

#### **2. Apologies for absence**

Apologies had been received from Ian Rumbold and Emma Tabor.

#### **3. Minutes of the meeting held on 8 March 2023**

With AP to amend attendee details to show ND as representing the Film Club and not the Gardening Club, these were agreed as presented and signed by the Chair.

#### **4. Actions completed and matters arising not on current agenda**

- i) MC updated the Committee on the situation regarding the new hall curtains, with the rectified side and back panels due to be put up the following day.
- ii) MC and BS updated the Committee in respect of the heating system. This has been adjusted so that it switches off automatically each night at 22:00, but it would still come on again the next morning, if the prior evening's user had failed to turn the thermostat back down to a low setting upon leaving the hall. Accordingly, this could be regarded as only a partial solution. Resolving the problem of some hirers forgetting to turn off the heating remains a work in progress.

**5. Annual report and statement of accounts**

MC presented his Annual Report, which had been circulated in advance of the meeting.

The Committee was pleased to note that the hall has returned to running at a slight operational profit.

In terms of 'next steps', MC confirmed that work was underway to upgrade the PA/projection system and that the audio system had developed a fault which was proving problematic to resolve and might eventually lead to a replacement system needing to be procured.

Trustees recorded their thanks to Vicki Tatum-Horsfield for her preparation of the audited accounts.

The Annual Report and Statement of Accounts was agreed as presented and signed by the Chair.

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

This was confirmed as Tuesday, 3 October at 19:00, in the TOPS Room.

The Chair closed the meeting at 19:20

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

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

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

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**Not part of minutes**

- **AP to advise Sue Miller that the photo montage of the village's platinum jubilee celebrations can be hung on the back wall of the main hall.**