

Meeting of the OVHMC
Tuesday, 9 July 2019 at 1930hrs

Present: D Titchmarsh (DT) (Chair), M Collins (MC) (Treasurer), A Pulham (AP) (Secretary), Roger Daw (RD), Leslie Daw (LD), Derek Skipper (DS), Mike Ward (MW)

1. Apologies

Apologies had been received from Barry Sharman (BS).

Apologies were received after the meeting from Josh Healy (JH).

2. Minutes of Meetings on 10 May and 18 June

The minutes of both meetings were agreed and signed by the Chairman without amendment.

3. Matters Arising not on Current Agenda

In respect of Item 6 in the minutes of 10 May (Election of Officers) it was proposed by LD, seconded by DS and agreed unanimously that MC should be given full access to the OVHMC's bank accounts and all other records necessary for him to discharge his duties as Treasurer.

4. Chairman's Report

The Chairman reminded the Committee of the pressing need to attend to the faulty guttering. He advised also that the grass to the rear of the hall required a cut.

Action: AP to refer to BS for action.

5. Treasurer's Report

MC referred the Committee to his written report, which had been circulated ahead of the meeting. The transfer of responsibilities had not yet been completed and MC was still working with RD to gain access to the bank account.

Action: RD and MC to speak on 10 July to confirm arrangements for securing name change with Co-Op Bank.

In respect of the website, MC advised he, DT and AP are making further 'tweaks' before the site is made available to the public. There will be a link from the Orwell Village website, although the Village Hall website will operate on a standalone basis for ease of maintenance.

The Village Hall's current financial situation was as per the report issued by MC.

6. Update on:

i) Cleaning Arrangements

AP updated the Committee on the recent appointment of Monika Sowinska (MS) as a replacement for Pat Titchmarsh. Monika (or a member of her team) will work up to six hours a week, with a 'core' three hour cleaning session being augmented by up to two, 1.5hr cleaning sessions should there have been a significant booking during the week or weekend (e.g. a party). AP advised MS had been employed against a sample Job Description kindly supplied by RD and that the role would include a mixture of regular cleaning duties plus periodic deep cleans plus assistance with taking of annual stock takes/inventories.

ii) Maintenance Arrangements

AP updated the Committee on his meeting with BS earlier that day, at which BS had kindly agreed to take on a day to day maintenance responsibility for the Village Hall, including the coordination of repairs as required. BS had advised he would be arranging repairs to the guttering as a matter of priority.

In response to a question from the Chairman concerning the possible provision of Wi-Fi in the Village Hall, RD advised this would be difficult as providers may not enter into a contract without the Village Hall being a registered address.

The Committee agreed that it would be advantageous to be able to offer Wi-Fi in the Village Hall and that this could be 'sold' as a feature, on the new website.

Actions:

- **AP to explore possibilities for the installation of Wi-Fi at the Village Hall and to bring a proposal to the next meeting of the Committee.**
- **Piece in the September Orwell Bulletin to be used to assess villagers' views on whether the addition of Wi-Fi in the Village Hall would be an asset.**

7. Booking Arrangements (inc. website development)

MC reminded the Committee of what the website is intended to facilitate, which includes an up-to-date calendar of bookings and vacancies and the ability to print off key forms such as the hall booking forms. Booking applications will go to MC, who will establish and notify the relevant charge and hirers will be encouraged to make payment using an electronic transfer of funds.

In respect of keys to the facility, concern was expressed that there could be a number of sets of keys in circulation, with no accurate record of where (or with whom) they might be.

It was AGREED that:

- **A keysafe would be installed for the use of 'casual' hirers of the facility, with only DT, AP and MC needing to know the number, which would be changed monthly. The keysafe number would be communicated to the hirer upon receipt of their booking and payment.**
- **For the foreseeable future regular hirers, who are invariably based in the village, will continue to hold on to their own keys.**

- **Those organisations/individuals thought likely to have their own set of keys are:**

- **Roger Daw**
- **Roger's Rebels**
- **Aerobics**
- **Orwell Players (P Haskill)**
- **Gardening Club**
- **Table Tennis Club**
- **Women of Orwell**
- **Dancing Club (W Collins)**

- **MC, AP, DT and MS will each have a set of keys.**

Action: AP to ask BS to buy and install a suitable key safe.

8. Building Condition

RD advised of a problem with the self-closer mechanism on the front door, which does not appear to be working correctly.

Action: AP to ask BS to investigate and arrange repair.

In respect of the proposed chair store that had been under discussion for some months, the significant cost allied with the only modest gains expected from this proposal were discussed.

In view of the above it was suggested by AP that the chair store project be abandoned. This was proposed by DS, seconded by LD and supported by all those present.

Action: AP to notify the Parish Council that the chair store proposal has been abandoned.

9. Any Other Business

The funding by the OVHMC of a retirement gift to PT was agreed and the Committee agreed to place on record its thanks to Pat for her service over so many years.

In response to a question from DS, the quorum for a meeting of the OVHMC was confirmed by DT as being five.

Action: AP to compile and circulate a list of Committee members.

10. Date and Time of Next Meeting

This was confirmed for 1930hrs on Tuesday, 8 October.

The meeting closed at 2145hrs

