

Meeting of the OVHMC

Tuesday, 14 January 2020 at 19:30hrs

Present:

D Titchmarsh (DT) (Chairman), M Collins (MC) (Treasurer), A Pulham (AP), (Secretary), B Sharman (BS), (Maintenance Officer & Orwell Singers) B Hollins (BH) (Bowls Club), D Skipper (DS) (Computer Club), V Rees (VR) (Pannier Market), M Ward (MW) (Film Club), R Daw (RD) (Film Club), D Turner (DT) (Women of Orwell), J Healy (JH) (Orwell FC and Orwell PC).

1. Apologies for absence

Apologies had been received from I Rumbold (Table Tennis), C Pickton (Clunch Pit) and P Squires (OFC).

2. Minutes of the meeting on 8 October 2019

These were agreed without amendment and signed by the Chairman.

3. Matters arising not on current agenda

None advised.

4. Chairman's report

DT notified the Committee that a ceiling leak had just been spotted in the main hall.

DT asked when the tea urn was likely to be repaired.

It was agreed that both items would be addressed under 'maintenance'.

5. Treasurer's report

6. Hiring arrangements

MC advised he was still working on a budget for 2020/21; however he could confirm that bookings income for 2019/20 was coming in at around £8k+. A new, regular booking had been made on Tuesday mornings, for pilates classes.

MC suggested that as charges had not been revised since 2017 and as costs are increasing in a number of areas, it would be advisable to increase charges from 2020/21 and he drew the Committee's attention to the proposal that had been circulated in advance of the meeting. It was confirmed that the increase, which would average out at around 10% overall, would increase revenue by around £800 per annum.

Following a discussion, the proposal was put to the vote. On a show of hands, eight were in favour of increasing charges by 10% and three were against.

The proposal was therefore carried and the Committee authorised the Treasurer to use his best judgement to deploy the increase across the current scales of charges, to secure the overall 10% increase agreed, effective from 1 April 2020.

MC then took the Committee through his proposed revisions to the Terms and Conditions of Hire, which had been circulated in advance of the meeting There were revisions in two areas in particular:

- A requirement for hirers to themselves remove significant amounts of rubbish post hire.
- Revisions to payment *terms* including the imposition of a hire deposit under certain circumstances.

The proposed revised T&Cs met with the approval of those present and it was agreed that any final comments and suggestions should be emailed to MC as soon as possible. **The Committee agreed** that the revised Terms and Conditions of Hire, which might be subject to slight modification as a result of these final comments and suggestions, should be implemented with immediate effect and that no further input/sanction from the Committee was required beforehand.

Other matters were raised with the Treasurer as follows:

Q. Who is responsible for checking the oil – particularly important given the unfortunate events of December 2019?

A. It was agreed that BS will check oil levels as part of his maintenance regime.

Q. Is there insurance covering the hall?

A. RD confirmed that third party, public liability, officer liability and buildings insurances are all in place and undertook to pass the insurance details to AP asap, as the policies are due for renewal in around March 2020.

7. Updates

i) Cleaning

The Committee agreed that, following a few early teething problems, the current arrangement was working well. The need to keep an eye on the stock/availability of bin bags and tea towels was noted. It was agreed that Derek and Nancy Skipper would kindly take the lost property into their possession to get it out of the way in the Hall.

It was agreed that as these arrangements will continue indefinitely, from April 2020 the OVHMC will 'de-register' with HMRC and with the current pension provider for former employees, as the Committee will no longer be an employee. **RD and MC to liaise over this action.**

ii) Maintenance

The problem with the water boiler was noted as was the fact that the instruction manual appeared to have gone missing.

BS to find a replacement if possible and to organise a repair to the boiler as a matter of urgency.

BS updated the Committee on the previously circulated list of urgent repairs. Twelve of the twenty-four items had been attended to between Christmas and New Year at a cost of approximately £300 + parts, which the Committee agreed was extremely reasonable. The remaining twelve less urgent items would be attended to this year.

BS confirmed that the water leak in the ladies' toilet had been repaired as part of the works described above.

BS confirmed that the keysafe had now been installed, with the number being advised on a 'needs' basis to hirers. The code for the keysafe can (and will) be changed on a periodic basis to ensure the Hall's continued security.

It was agreed that when the boiler was serviced in the near future by Barton Oil Services, BS would ask them if they could also look at the water boiler. If they cannot assist an alternative repair solution to be found.

iii) Overall Building Condition

BS advised that based on what had been found during the repairs, many areas of the guttering were likely to need replacing in the spring.

It was agreed that BS would seek to identify the leak in the Hall's ceiling as reported earlier and ensure a repair, ASAP.

8. Any Other Business

AP advised that no one had come forward to offer their services as Chairman, despite the request having been made in the Orwell email, at the previous meeting of the OVHMC and in the Bulletin. It was agreed to repeat the appeal in the above forums as the situation is becoming urgent, with DT standing down by April.

AP and MC confirmed in the absence of a Chairman they would be prepared to assimilate that function a period of time, although this was clearly sub-optimal and unsustainable in the longer term.

AP drew the Committee's attention to a competition being run by Allied Westminster in which Orwell stood to win £1,000 for the Village Hall. All agreed this was a good idea and supported Sue Miller's stated intention to enter the competition on behalf of the Village Hall.

It was agreed that should any Committee member have any photos of activities at the Village Hall that could support our competition entry, they should contact Sue Miller direct.

In respect of the defibrillator, (Parish Councillor) Josh Healy advised he would update the Committee following the Parish Council meeting that was scheduled for 15 January, when he expected the siting decision to be taken, as it was possible it would be placed in the nearby redundant phone box, rather than on the face of the Village Hall.

In respect of events concerning Orwell FC's hire of the Hall, JH apologised on the Club's behalf should the condition in which the Hall had been left have been sub-optimal and this comment was appreciated by those present.

The Committee noted the donation of a number of small, fold-down tables by the Pannier Market, which was welcomed.

9. Date and time of next meeting

The date and time of the next meeting, the AGM, was confirmed as Thursday, 30 April at 19:30hrs.

The Chairman closed the meeting at 20:40