

**ORWELL VILLAGE HALL  
MANAGEMENT COMMITTEE  
MINUTES OF A MEETING HELD AT  
2PM ON 22 JULY 2020 AT ORWELL  
VILLAGE HALL**



**Present**

Ashley Ives (AI)  
Derek Skipper (DS)  
Mark Collins (MC)  
Andrew Pulham (AP)  
Barry Sharman (BS)  
Val Rees (VR)  
Roger Daw (RD)  
Mike Ward (MW)  
Nancy Skipper (NS)  
Josh Healy (JH)  
Ian Rumbold (IR)

**Representing**

Chairman  
Vice-chairman  
Treasurer  
Secretary  
Facilities and Orwell Singers  
Pannier Market and Women of Orwell  
Film Club  
Bowls Club  
Bowls Club  
OPC and OFC  
Table Tennis Club

**1. Welcome**

The Chair welcomed all attendees and the 'ground rules' for the meeting were agreed.

**2. Apologies for absence**

Apologies had been received from Nigel Szembel (OPC), Dorothy Turner (Women of Orwell), Bill Hollins (Bowls Club) and David Titchmarsh (Hillsiders).

**3. Minutes of previous meeting (AGM on 12/05/20)**

The draft minutes as presented were agreed on a unanimous basis and signed by the Chair.

**4. Matters arising not on current agenda**

AP updated the meeting on his inquiries over the insurance situation. This was as previously stated. The hall's policy covers 'ad hoc' use of the hall, where hirers cannot reasonably be expected to have their own insurance in place. Regular users, i.e. clubs and societies, should expect to organise their own insurance as a club.

**Action: AP to send clubs and societies details of the insurer notified by the hall's insurer, for their consideration.**

## 5. Chairman's report

AI introduced a number of measures designed to preserve the high standard of decoration at the hall for as long as possible:

- The notice boards at the hall are for community use and not for use by commercial, 'for profit' businesses who can be expected to pay to advertise in the Bulletin. Commercial advertising is likely to be removed.
- Only drawing pins and not staples should be used to affix notices to the notice boards.
- Notice boards will now only be located in the lobby area and outside the front doors of the hall.
- NO signs or notices are to be affixed to any part of the hall, other than on the notice boards.
- All display items to be relocated from the main hall to the rear committee room.

**Action: Volunteer(s) to arrange and hang pictures in the committee room to contact AI/BS.**

In respect of the Covid-19 emergency, AI introduced the key measures the hall management *and* hirers will need to take to ensure the hall can start to operate in a safe manner. These will include risk assessments, which AI was working on at present and which will be posted on the village hall website. Hirers will be expected to prepare a risk assessment in respect of their activities, using the HSE template and help in doing so will be provided if requested.

A number of questions were asked in respect of Covid-19 compliancy, as follows:

**Q. Will we need to withdraw and re-issue the standard Terms and Conditions to ensure the allocation of responsibilities between hirers and the trustees is properly defined?**

A. This has been done; however the essentials will not change. Our risk assessments will be for the hall – user groups must still take responsibility for their own activities and equipment and produce their own risk assessments based on this.

**Q. Is there a risk assessment for children's parties etc?**

A. We do not anticipate requiring a risk assessment for children's parties; however we will offer a generic risk assessment on our website which some hirers may wish to amend and adopt if appropriate.

## 6. Treasurer's report

MC introduced his report, which had been circulated in advance of the meeting. He confirmed that the £10k Government grant (via SCDC) and the £5k grant from OPC in respect of the redecoration had helped ensure the hall's finances remain sound.

The current position was that with a few refunds still to be made, the hall had £13,276 in its current account and £4,167 in its savings account.

MC reminded trustees of the revised booking arrangements required because of the Covid-19 emergency. He confirmed also that the regular slots used by clubs and societies would be safeguarded during the hall's closure and gradual reopening.

JH inquired whether it might be possible for the hall to be used by Petersfield School if necessary, from September. AI confirmed that the management team would be happy to have that conversation should the need arise.

## 7. Facilities update

BS introduced his report which had been circulated ahead of the meeting.

It was agreed that aside from essential maintenance, which the management would proceed with as required, the views of the wider group of trustees would be canvassed in respect of non-essential maintenance items and proposals for new projects.

The following proposals were put to the Committee:

- Replacement of 'blown' window panels.

Proposed – MC

Seconded – RD

Agreed unanimously.

- Redecoration of lobby area (including front doors)

Proposed – IR

Seconded – VR

Agreed unanimously.

- Redecoration of toilets

Proposed – IR

Seconded – VR

Agreed unanimously.

**Action: AP to write to Parish Council Clerk to seek to have the window replacement undertaken under the auspices of OPC, to avoid the VAT element of the invoice.**

On behalf of the Bowls Club, BH offered the club's services to re-paint the storage boxes that sit in front of the stage and it was agreed that a matt black finish would be appropriate.

Proposed – IR

Seconded – VR

Agreed unanimously.

**Action: BH to liaise with BS over arrangements.**

In respect of one aspect of BS' report, it was agreed that external areas had not been 'neglected over the years' as suggested; however it was also agreed that regular maintenance is required to ensure weed growth is kept in check.

## 8. Covid-19 update

AI took trustees through the current situation as it pertains to the hall.

He confirmed that the hall *can* now re-open, initially to regular hirers, in line with Government guidance; however at present there can only be a maximum of thirty concurrent users in the main hall and six in the rear committee room.

On behalf of the management team AI confirmed that they would work with user groups to help ensure they could resume their activities in a Covid-19 compliant way. The completion of risk assessments would be a core part of this process and each club/society should expect to complete and lodge with the management team its own risk assessment, using the HSE template on the website before resuming activities. AI confirmed he would be happy to assist user groups with this process if required.

**Actions:**

- **Risk assessments to be completed and agreed before any club/society starts to use the hall.**
- **Hirers to take a more prominent role in wiping down equipment used and other surfaces likely to have been touched, such as door handles, after their hire.**
- **Cleaning equipment for the wipe down to be provided by the village hall, but users to provide their own PPE as required.**
- **Monika (cleaner) to conduct an enhanced deep clean weekly, using a risk assessment developed by AI as a guide.**

The question of whether it might be possible to mitigate the current hire charge for clubs or societies whose own income has been adversely affected by the Covid-19 emergency was discussed. It was agreed that any club or society experiencing these sorts of challenges should contact AI or MC and each case would be considered on its own merits.

Trustees supported the proposed changes to the way the hall will have to operate in order to be able to welcome back hirers and supported also the clear communication and enforcement of the new rules on the village hall's website and elsewhere.

**9. Any other business**

In response to an inquiry it was confirmed that officers would take the necessary final steps to ensure that WiFi would soon be up and running in the hall. *(N.B. subsequent to the meeting it has been confirmed that WiFi is now operational at the village hall).*

In response to another inquiry, AI confirmed that to help keep the hall in its current, excellent condition the Terms and Conditions of Hire had been amended to help ensure users do not put notices up, other than on the designated notice board. He confirmed that in respect of 'ad hoc' hirings in particular, greater use is likely to be made of the £50 refundable deposit against this and other kinds of damage.

In response to an inquiry concerning the current initiative by 'County Broadband' to install broadband services in the village, with the village hall receiving the service free of charge as a result, AP confirmed that he had offered himself as the link person with this company.

In response to an inquiry as to fundraising opportunities for the hall, it was agreed that this would be placed on the agenda for discussion at the next meeting.

The matter of a suitable gift for Dave and Pat Titchmarsh was discussed. It was agreed that a clock should be procured for the hall, with a nearby plaque confirming its dedication to Dave for his forty-five years of service to village hall life, twenty of these as Chairman. It was agreed also that a cheque would be given to Dave and Pat in the hope that this would fund a line-dancing weekend away when circumstances permit. In response to a proposal from the floor, it was agreed that as Custodian Trustee OPC should be invited to fund the procurement of the clock for the village hall.

**Actions:**

- **AP to write to the Clerk to OPC seeking funding for the clock.**
- **NS and DS to research and propose a suitable clock.**
- **AP to place 'fundraising' on the agenda for the next meeting of the OVHMC.**

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

A provisional date for a December meeting was agreed; however subsequent to the meeting the following dates were identified and communicated to trustees:

- Wednesday, 14 October at 2pm, in the village hall
- Wednesday, 16 December at 2pm, in the village hall

**The Chair closed the meeting at 15:25**

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

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

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