

**Minutes of a Meeting of the Orwell  
Village Hall Management  
Committee at 3.30pm on  
Wednesday, 14 October 2020 in  
the Village Hall**



**Present**

Ashley Ives (AI)  
Derek Skipper (DS)  
Mark Collins (MC)  
Andrew Pulham (AP)  
Barry Sharman (BS)  
Val Rees (VR)  
Roger Daw (RD)  
Josh Healy (JH)  
Dave Titchmarsh (DT)  
Bill Hollins

**Representing**

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

**1. Welcome**

The Chair welcomed everyone to the meeting and a minutes' silence was then held to commemorate the recent passing of Keith Bullen and Paul Draper, both of whom in the past had been considerable benefactors to the village hall and participants in village hall life.

On behalf of the Committee the Vice-chairman, DS, then made a short speech and presentation to DT to mark his retirement following forty five years of service to the Committee, including twenty years as Chairman.

**2. Apologies for absence**

Apologies had been received from Clive Picton (Clunch Pit), Ian Rumbold (Table Tennis) and Dorothy Turner (Women of Orwell).

**3. Minutes of meeting on 22/07/20**

These were agreed without amendment and signed by the Chair.

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

- The Chair confirmed that fundraising activities had been placed on hold due to the ongoing situation with Covid-19.
- The Chair confirmed that the kitchen would now be able to open, albeit on a strictly controlled basis and on the terms of a Risk Assessment that would be published on the village hall website. This action was supported by the Trustees.

**Action: AI/MC to prepare kitchen Risk Assessment and publish to website.**

## 5. Treasurer's Report

MC took the Committee through his report which had been circulated in advance of the meeting.

MC asked users to let him know when they have booked the hall and make payment as the working assumption is that groups are *not* using the hall *unless* they actually make payment for a booking at the same time.

In response to a question from Trustees, MC confirmed that at present the income from bookings is not sufficient to meet the hall's running costs in a typical month.

IT WAS PROPOSED that to support regular users, the bookings officer, MC, be given discretion to discount the hire fees as currently advertised by up to 30% until the date of the December meeting, at which point the situation would be reviewed. This was AGREED by all Trustees on a unanimous basis.

A number of questions were asked of the officers, as follows:

*Q. Can we reduce the ambient temperature in the hall, in order to save money?*

*A. We will look into the possibility, although we have to be careful not to cause damage by switching the heating off or running it at too low a temperature. We are fortunate that at present the cost of heating oil is low.*

*Q. Can we encourage more use of the hall, even on the basis of the reduced number of thirty guests?*

*A. We would like to increase use, so if Trustees have information of any other clubs/societies that might be able and willing to hire the hall please can details be passed to the officers?*

### **Actions:**

- **BS to investigate and make recommendations for suitable heating maintenance level for the hall.**
- **Trustees to pass contact details of any club/society they are aware of that might be invited to consider the village hall as a meeting venue.**
- **The Art Club, which it was understood had relocated from the pavilion to Barton Village Hall, to be contacted to inquire whether they would be willing and able to 'come home' to the village hall. (AP to contact, MC to discuss with VH).**

## 6. Covid-19 update

Trustees were advised that Tier One restrictions, under which SCDC currently operates, are effectively the same as the regime that had already been in place for some time.

Accordingly there continues to be a maximum of thirty concurrent attendees allowed in the main and six in the committee room. The two metre spacing rule remains in place as does the 'rule of six'.

A number of questions were asked of the officers, as follows:

*Q. Can sporting activities be exempted from the 'rule of six'?*

*A. No. The rule of six still applies. No group can be greater than six. For example, in the case of carpet bowls, three players per end would be the maximum permitted. Two teams of four would not be permitted.*

*Q. Is the two metre rule still in place?*

*A. Yes. The only circumstances in which it would not apply is if additional mitigations such as a face mask are in place **and** if for some reason it is not possible to maintain a two metre distance. In these limited circumstances a reduction to one metre can be permitted.*

## **7. Facilities update**

BS updated the Committee on his report which had been circulated ahead of the meeting.

The following actions were agreed/re-confirmed:

- A proposal to instal a TVR on each radiator was ruled out as an unwarranted expense.
- The painting of the lobby and toilets would be commissioned as already agreed by the Committee.
- Repairs to the fire escape ramp would be commissioned and the Parish Council would be asked to contribute/fund the cost of these works.

In response to a number of questions relating to the fire escape repair proposal, BS replied as follows:

- The recent erection of the pole on the side of the building would now mean that a wheelchair could not successfully navigate the side passage. AI and BS will consider the ramifications of this, although due to the availability and proximity of other wheelchair suitable exits, there was no requirement for the side exit to operate as such.
- It would be prohibitively expensive to make the incline of the ramp itself any shallower and this option will not be pursued.
- We will look into salvaging/re-using/recycling the current handrails to the maximum extent possible although the view of the contractor(s) brought in to assess the situation is that it would be appropriate to replace them in their entirety.

Other maintenance actions were agreed as follow:

### **Actions:**

- **AI and BS to look into replacing the fluorescent strip lights in the committee room with LED lighting.**
- **BS to lead on arranging weedkilling/maintenance of the area around the hall, with AP able and willing to assist as required.**

## **8. Chairman's Comments**

None made.

## 9. Any other business

- It was agreed that AP would prepare a letter of condolence to Mrs Draper on behalf of the OVHMC, to go out over the officers' signatures.
- (VR) The November Pannier Market will hopefully take place on the recreation ground; however will it be possible to hold the December Christmas market in the village hall over the first weekend in December? If so, will it be possible to decorate the hall?

It was suggested that with appropriate controls in place, this would be possible and the officers agreed to work with the organisers to plan for this event. Decorations would be allowed, provided that they were Covid-19 compliant and did not damage the fabric of the hall.

- (VR) Instead of accepting a refund of hire fees for bookings made but not used, the Pannier Market would be pleased to purchase and donate a floor-standing hand sanitizing device if this was thought useful.

It was agreed this would be welcome and much appreciated.

- (RD) The Film Club is still weighing the option of a return to the hall, but it is not anticipated this will take place any time soon.

### Actions:

- **AP to prepare letter.**
- **AP to assist the Pannier Market organisers with the placing of Christmas decorations for the market on 5/6 December, with the hope that these will then be able to remain in place for the remainder of the month.**
- **VR to procure hand sanitizing unit and liaise with AP/BS over installation.**
- **AP to procure temporary directional arrow roundels for the floor, for use by the Pannier Market.**

## 10. Date and time of next meeting

This was confirmed as Wednesday, 16 December at 2pm.

**The Chair closed the meeting at 4.30pm**

Minutes Approved and Signed by Chair: \_\_\_\_\_

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

Ins \_\_\_\_\_