

Orwell Village Hall Management Committee

Minutes of a Meeting Held at 14:00 on Tuesday, 6 December 2022



Present:

Mark Collins (MC) Acting Chairman & Treasurer
 Andrew Pulham (AP) Secretary
 Barry Sharman (BS) Vice-chairman and Maintenance (part)
 Val Rees (VR) Pannier Market
 Dorothy Turner (DT) Women of Orwell
 Derek Skipper (DS) Film Club & Hon. Member

The meeting started at 14:00 and remained quorate throughout.

1. Chairman's Welcome

MC welcomed all Trustees to the meeting.

2. Apologies for Absence

Apologies had been received from Roger and Leslie Daw, Chris Randall and Graham Bunnett.

3. Minutes of Meeting on 13/09/22

The minutes of the meeting on 13 September 2022 were agreed as presented and signed by the Chair.

4. Actions Completed and Matters Arising not on Current Agenda

In respect of the proposed new stage curtains, the Committee noted that two quotes had now been obtained – one via VR and a second via BS. Trustees further noted that the eventual procurement decision had been delegated to the officers (Chair, Vice-chair, Treasurer and Secretary).

Actions:

- **VR to obtain a fully worked up quote from her contact.**
- **BS to obtain a fully worked up quote from his contact.**
- **MC to ask Sue Ward if she would be interested in furnishing a third quote.**

All other actions were confirmed as fully discharged or underway.

5. Chairman's Report

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

DS advised the Committee that he had been in discussions with a neighbour with a view to him possibly taking on the Chairman's role and it was agreed that this could be a very welcome development.

Actions:

- **DS to develop the possibility with his neighbour and update the Committee in due course.**

6. Treasurer's Report

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

Trustees noted the current financial position and that a provision of around £3.5k would need to be made in respect of the new stage curtains. Trustees further noted areas where necessary expenditure has increased significantly, such as heating oil and utilities. Those present were pleased to learn that bookings have started to pick up after the effect of the pandemic.

In response to a question from the floor, it was confirmed that officers had received no comments or complaints in respect of the recently agreed and announced increase to booking charges, to come into effect in January 2023.

Action: Clubs and societies that have not already done so, to let MC know if they wish to advertise their existence and activities on the Village Hall website.

7. Maintenance Report

8. Update on Projects

In BS' absence, MC led on this report, which had been circulated in advance of the meeting.

The following updates were noted:

- The rear emergency door, which is rotting from the base and sticking, to be replaced and upgraded, to permit independent access and egress.
- The cable across the front of the stage apron has been re-secured and is now hidden from view.
- The emergency lighting has received one of its periodic checks and is all in order.
- The fault with the ladies' toilets has been fixed.
- The agreed upgrade to the TOPS Room is underway.
- Work on securing quotes for new stage curtains is underway.
- Work on reinstating the blind above the sink in the kitchen (opposite the hatch) is underway.
- Options to ensure the heating is not left on by mistake are being investigated.
- The defibrillator is to be installed on the front of the building on 06/12/22.
- The speed of the fibre broadband installed free of charge by County Broadband has now reached the promised 300Mbps

In response to a question from the floor, it was confirmed that the extent of the upgrade to the TOPS Room would be the laying of new carpet tiles (which had already been selected) and the purchase of new curtains – both to be funded from the kind donation from TOPS.

In response to a further question, it was agreed that the optimum performance of the projection screen was not simply a matter of somehow weighting it at the base to stop it moving around when lowered. For this reason, DS had been invited to research a higher quality screen as a replacement.

Action: RD to recommend a higher specification projection screen, for purchase and installation as agreed at the OVHMC on 13/09/22.

9. Response to Communications Received

The Committee noted receipt by the Secretary of an email requesting that the Village Hall be decorated for Christmas. It was agreed that the installation of appropriate decorations would be a good idea.

Action: VR to source, purchase and arrange the installation of decorations, in liaison with the officers.

10. Any Other Business

- Trustees noted the result of a recent survey concerning the possible re-introduction of pictures in the main hall on an extremely limited basis.
- Trustees noted that a quote had been received from Mr Weir to clear external foliage and this will be progressed.
- BS confirmed he would be bringing in an electrician to investigate why some fuses are repeatedly tripping.
- Trustees were advised that the Parish Clerk continues to try to get the redundant pole removed from the front of the building.
- Trustees were concerned to note a number of recent occasions where the left-hand front door of the building, which should be bolted top and bottom, had been left unbolted. This makes it possible to gain access, even if the right-hand door is properly locked.

Action: BS to look into the possibility of installing an automatic locking mechanism on this door.

11. Date and Time of Next Meeting

This was confirmed as Wednesday, 8 March 2023 at 19:30.

The Chair closed the meeting at 14:45

Minutes Approved: _____

Signed by Chair: _____

Date: _____