

Orwell Village Hall Management Committee

Minutes of a Meeting Held at 15:00 on Thursday, 30 November 2023



Present:

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

The meeting started at 15:00 and remained quorate throughout.

1. Chairman's welcome

MC welcomed all Trustees to the meeting.

2. Apologies for absence

Apologies had been received from Ian Rumbold and Chris Randall.

3. Election of officers

The following elections for 2023/24 were made:

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|---|---------------|
| • Treasurer and acting Chairman | Mark Collins |
| • Secretary | Andrew Pulham |
| • Vice-Chairman (and Maintenance Officer) | Barry Sharman |

4. Minutes of the meeting held on 15 June 2023

The minutes of the pre-AGM meeting held on 15/06/23 were agreed as presented and signed by the Chair.

5. Actions completed and matters arising not on current agenda

No items for discussion.

6. Treasurers report

MC confirmed that the back balance stood at approximately £12k, with no significant items of expenditure anticipated.

The Committee was pleased to note that the hall has returned to running on a break-even basis.

Trustees supported MC's proposal that a proportion of the £12k reserve be placed in a suitable interest-bearing account.

7. Maintenance report

BS confirmed that an electrician was due to attend on 06/12/23 to look into the recurrent problem that was leading to a tripping fuse.

BS advised also that movement sensitive lighting would be placed along the side passageway leading to the front door and asked any Trustee who could recommend a contractor for these works to contact him direct.

The replacement rear door and external push-button lock and been installed and Trustees were informed of the code for the latter.

DS advised that the hearing loop did not appear to be working and BS agreed that he and/or an electrician would look into the situation.

8. Hire charges 2024/25

On MC's recommendation, Trustees agreed to defer consideration of 2024/25 hire charges until the beginning of the new financial year.

9. Update on existing projects

Trustees agreed this had been addressed under agenda items 6 & 7.

10. Preparation for Christmas

Trustees were pleased to note the decorations had already been erected.

11. Issues tabled by Trustees and villagers

- Mrs Sue Miller attended the meeting to request that the Committee reconsider its decision that with few exceptions, pictures should not be erected in the main hall. The Committee was reminded of its earlier decision that *no* pictures should be allowed, which had been amended subsequently to allow for the erection of pictures of clear civic/national significance in one area in the hall and elected to maintain this position.
- The possibility of a 'pop-up' pub being held on an occasional basis at the hall was discussed, and rejected.
- The possibility of a 'pop-up' repair-shop being held on an occasional basis at the hall, perhaps linked with a 'pop-up' café and the basis on which this could operate, was also discussed.

Trustees agreed the latter was potentially a good idea and agreed the following:

- A repair-shop event to be offered perhaps once a twice a year on a Saturday morning, ideally the week after the Pannier Market.

- A 'pop-up' café arrangement to form an integral part of the offer.
- Publicity to be issued via:
 - Orwell email
 - Orwell Bulletin
 - Pannier Market
 - Women of Orwell
 - Other village societies/activities

In terms of who might organise and run the event, the following actions were agreed:

- DS to canvass support for such an activity on the Orwell email.
 - DS to liaise with DT over Women of Orwell being asked if they could assist with finding volunteers to assist with some repair activities.
- Trustees agreed that the external storage shed (Harold) was coming to the end of its useful life and consideration should be given to its replacement before too long. VR advised that she had completed an inventory of the shed's contents, for which her fellow Trustees thanked her.
- Trustees agreed that BS would look into options for making the existing shed door more secure, pending its possible replacement.
- AP agreed to consider information sent to him by VR when the hall's insurance policy next came up for renewal on 01/06/24.

12. Housekeeping issues

- Governors noted the significantly increased cost of the cleaning contract and agreed a fallback position was needed should it not be possible to retain MS' services and agreed the following actions:
 - Trustees to ask around to see if alternative arrangements were available.
 - AP to notify MS that her revised hourly rate was accepted and to ask her to continue as the hall's cleaner.
- In respect of bin emptying, the following actions were agreed:
 - MC to confirm with SCDC the level of service to which the hall is entitled.
 - MC to consider asking SCDC for an additional black bin.

13. Any other business

- RD advised the Committee that the Government appeared to be promoting the installation of water meters, which could mean that one would have to be installed at the hall in due course.
- DS raised the question of how the previously discussed 'pop-up' café might operate. It was agreed that should it not be run by Trustees, but by an external operative, the relevant hire charge would apply.

- SM asked if the Committee held the results of a survey and/or an estimate of the remaining lifespan of the building.

RD confirmed that a survey is undertaken on a five-yearly basis, commissioned and paid for by the Parish Council. The most recent survey had indicated there are no significant concerns in this regard.

AP agreed to ask Judy Damant, Clerk to the Parish Council, when the next survey is due and to report back to the OVHMC.

14. Date and time of next meeting

This was confirmed as:

- 06/06/24 at 19:00 for the purpose of the OVHMC agreeing the 2023/24 Annual Report and Statement of Accounts.
- 06/06/24 at 19:30 for the AGM.

The Chair closed the meeting at 16:10

Minutes Approved: _____

Signed by Chair: _____

Date: _____