



**ORWELL VILLAGE HALL  
MANAGEMENT COMMITTEE  
MINUTES OF THE AGM HELD AT  
19:30 ON THURSDAY, 6 JUNE 202  
AT ORWELL VILLAGE HALL**

Present: Mark Collins (MC) Acting Chairman & Treasurer  
Andrew Pulham (AP) Secretary  
Barry Sharman (BS) (Vice-Chairman and Maintenance Officer)  
Chris Randall (CR) OFC and Table Tennis  
Val Rees (VR) Pannier Market  
Derek Skipper (DS) Film Club & Hon. Member  
Dorothy Turner (DT) Women of Orwell  
Nick Chambers (NC) Orwell Parish Council

Apologies had been received from Ian Rumbold.

MC welcomed all trustees to the meeting.

Mr Conway Daw was in attendance in a joint role, representing Mr & Mrs Daw and as a member of the public.

**1. Minutes of the AGM held on 15/06/23**

These were agreed without amendment.

**2. Annual report and statement of accounts**

MC gave those present an overview of the hall's financial position over the past year.

Those present noted the Annual Report and un-audited Statement of Accounts, which had been approved at a meeting of the OVHHC earlier that evening.

**3. Election of charity trustees**

MC, BS and AP were each re-elected for a further one-year period as Charity Trustees.

**4. Any other business**

i) Proposed upgrades

a) Replacement of 'Harold'

The proposal to replace the external storage shed was agreed.

**Actions:**

- **MC, BS and AP to work up a costed proposal for the next OVMC meeting.**
- **AP to look into possible sources of grant funding.**

b) External decoration and lighting upgrade

BS reported that work on the lighting element of the project, which had already been agreed by Trustees, had begun and that he was in touch with a possible contractor.

Those present supported the proposal that the exterior of the hall be repaired and re-decorated.

**Action: MC, BS and AP obtain quotes with a view to commissioning works.**

ii) Matters raised in advance by Trustees

a) Hearing loop

In light of a suggestion that the hearing loop was not working, it was agreed further investigation was warranted.

**Action: MC to investigate whether the loop is functional and if not, to organise a repair/replacement.**

b) Hall management and disposal of surplus items

Following a short discussion, it was agreed that the anticipated replacement of 'Harold' would be used as an opportunity to have a clear-out of unwanted items. This would be followed by the adoption of stricter rules on what can and cannot be brought into the hall and stored there.

c) Replacement of chairs

Following a short discussion, it was agreed that the current chairs would be retained for the foreseeable future.

iii) Other matters raised from the floor

a) Water heater

It was agreed that the current heater was failing and needed to be replaced.

**Action: BS to organise replacement.**

b) Portrait of HM King Charles

It was agreed that this would be hung in the TOPS Room.

c) Village hall roof

It was agreed that a possible need for a repair to the roof would be investigated by BS and AP.

**Action: BS and AP to liaise over a suitable date to meet.**

d) Defibrillator

In response to an inquiry concerning the non-functioning defibrillator on the front of the hall, NC advised that a repair was being organised by the Parish Council, which had now entered into a maintenance contract for these items.

e) Bee Gees tribute evening

VR confirmed a Bee Gees tribute evening had been organised for later in the year and proposed that an element of any surplus generated be donated to village hall funds. Trustees thanked VR for her generosity in this matter, but agreed that should an area of greater need be identified in the village, they would support the donation being directed that way.

f) Door to rear passage

On behalf of the Film Club, CW asked if a blind could be placed over the glass in the door leading to the rear passage as daylight is spilling into the main hall, hindering the Clubs' enjoyment of films.

This was agreed.

**Action: MC, BS and AP to organise.**

g) Projection facilities in TOPS Room

In response to a request from NC on behalf of the Parish Council, the large television screen in the TOPS Room was identified as suitable for the projection of data by means of a laptop and HDMI cable.

**Action: NC to investigate and contact MC if he experiences any difficulties.**

h) OPC Small Grants Fund

NC reminded Trustees that the Parish Council is able to award grants of up to £250 for qualifying works or activities and encouraged Trustees to bear this in mind as they planned future works.

i) Relationship with recreation ground pavilion

Trustees noted the Parish Council is shortly to embark on an upgrade to the recreation ground, including the refurbishment of the pavilion.

Trustees agreed that it would be important for the Parish Council and OVHMC to liaise during this project, to ensure the continued viability of both venues was maintained.

**The Chair closed the meeting at 20:00**

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

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

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

DRAFT