

## Orwell Village Hall Management Committee

### Minutes of a Meeting Held at 19:00 on Thursday, 6 June 2024



Present:

Mark Collins (MC) Acting Chairman & Treasurer  
 Andrew Pulham (AP) Secretary  
 Barry Sharman (BS) (Vice-Chairman and Maintenance Officer)  
 Chris Randall (CR) (Football Club and Table Tennis)  
 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.

Apologies had been received from Ian Rumbold and Leslie and Roger Daw.

Conway Daw was welcomed as an attendee on behalf of Mr & Mrs Daw.

#### **2. Minutes of the meeting held on 30 November 2023**

The minutes of the meeting held on 30/11/23 were agreed as presented and signed by the Chair.

#### **3. Actions completed and matters arising not on current agenda**

No items for discussion, save for those on current agenda.

#### **4. Annual report and statement of accounts**

MC advised that it had not been possible to present audited accounts for this meeting and Trustees agreed to proceed on the basis of the un-audited accounts.

The annual report and un-audited accounts were discussed and Trustees noted that expenditure was approx. £3k greater than income in 2023/24. It was identified that this was due to a number of exceptional costs during the year in question, including maintenance costs of approx. £6k-£7k.

Trustees noted that these exceptional costs notwithstanding, day to day income and expenditure are evenly matched.

**The following actions were agreed:**

- **Audited accounts to be published to website as soon as they are available (AP).**
- **Any Trustee wishing to receive the audited accounts to email MC.**
- **If *significant* variances are identified through the audit process, the AR and Statement of Accounts to be re-issued to all Trustees (MC).**

On the above basis, Trustees agreed the Annual Report and (un-audited) Statement of Accounts for presentation at the forthcoming AGM.

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

This was confirmed as Thursday, 19 September 2024 at 1900.

**The Chair closed the meeting at 19:15**

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

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

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