

**Orwell Village Hall Management
Committee**

**Minutes of a Meeting Held at 19:30 on
Wednesday, 8 March 2023**



Present:

Mark Collins (MC) Acting Chairman & Treasurer
Andrew Pulham (AP) Secretary
Val Rees (VR) Pannier Market
Derek Skipper (DS) Film Club & Hon. Member
Leslie Daw (LD) Film Club
Roger Daw (RD) Film Club
Chris Randall (CR) OFC
Graham Bunnett (GB) OPC

The meeting started at 19:30 and remained quorate throughout.

1. Chairman's welcome

MC welcomed all Trustees to the meeting.

2. Apologies for absence

Apologies had been received from Barry Sharman, Ian Rumbold, Emma Tabor and Dorothy Turner

3. Minutes of meeting on 06/12/22

These were agreed as presented and signed by the Chair.

4. Actions completed and matters arising not on current agenda

The Committee agreed that all actions had either been completed or were due to be addressed on the current agenda.

5. Chairman's report and Treasurer's report

Trustees noted MC's reports, which had been circulated in advance of the meeting.

There were no questions in respect of either report.

6. Treasurer's report

Addressed under agenda item 5.

7. Maintenance report and update on projects

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

i) Projection screen

RD updated his fellow Trustees on his research into an improved projection screen for the hall.

The Committee agreed to purchase the "Celexon Expert XL" screen. Although this would require self-installation, it was agreed that this would be relatively straightforward in terms of physical installation and electrical connection.

ii) Rear fire escape door

Trustees noted progress on the replacement of the rear door, which sticks badly and is starting to rot from the base.

Trustees were shown an example of the smart door lock to be installed, which will allow independent entry and exit. They agreed also that as this is now to be created as a separate means of access to the back room, it will be necessary to upgrade the external bulkhead lamps which currently are turned on from inside the hall. These will be upgraded to movement sensitive lights.

iii) TOPS Room upgrade

Trustees agreed to the purchase of 'off the shelf' curtains, similar to those purchased for the main hall, to complete the upgrade of the TOPS Room.

iv) Stage curtains

Trustees were advised that having evaluated the quotes received, officers had placed an order with Mill Fabrics at an all-in cost of £3945 including VAT. It was likely the curtains would be installed mid-late May. The metal cupboard to the side of the stage is to be removed at the same time.

Action: AP to contact PC Clerk over arrangements for PC to pay the invoice for the curtains and screen on behalf of OVHMC, thus enabling OVHMC to pay only the net amount for both items.

8. Update on projects

Addressed under agenda item 7

9. Future plans

DS advised the Committee of his recent research into how the heating could be automatically switched on and off, to help prevent wastage.

Action: AP to locate DS' email and forward to MC and BS.

RD suggested the audio system in the main hall might also benefit from an upgrade along with the projector.

It was agreed that the effect of the upgraded screen would be assessed before any further consideration was given to upgrading related equipment such as the projector and DVD player

10. AGM

The Committee agreed that the AGM would be held on Thursday, 1 June.

Strategies for securing stakeholder engagement were discussed and it was agreed that the AGM would link in with and serve as a consultation vehicle for the current Neighbourhood Plan exercise, of which MC is Chair.

In terms of advance publicity, it was agreed that:

- An invitation would be issued to all trustees and existing users of the hall.
- An invitation would go out on the Orwell email.
- Flyers would be distributed at the May Pannier Market.

11. Date and time of next meeting

This was confirmed as Thursday, 1 June as follows:

19:00 – 19:30	Trustees only for the conduct of essential business (agreeing of the Annual Report and Statement of Accounts)
19:30 +	Open AGM

Minutes Approved: _____

Signed by Chair: _____

Date: _____