# West Wickham Village Hall Trust

**Minutes of the Annual General Meeting – Monday, 27thth October 2014 – 8.00 – 9.45 p.m.**

**Present:**

Nick Salter (Chairman), Martin Clark, Patrick Charlton, Marcus Cornish, Paul Donert, Simon Keen, Jaydee MacNamara, Louise Salter, Brian Upton and Peter Grieve

# Apologies for Absence

**Sue Harrow, Alex Schuilenburg and Jane Scheuer**

**1.Minutes of the AGM – 11th October 2013**

## Approved as a correct record

**2. Matters Arising from AGM and Management Committee 17/7/14**

The following matters arising from last year’s AGM and the most recent meeting of the Management Committee were discussed:

* **Blinds -** the blinds had been replaced by roller blinds on all the windows and doors. Some concern was expressed that the new blinds covered the crash bars on the emergency exits and the possibility of splitting the blinds on the three doors so they could be fitted inside the crash bars, was discussed, but it was agreed not to take any action for the time being.
* **Lighting** – the new lighting that had been installed in the Hall in 2013 was operating well but it was noted that the movement-sensitive light over the main entrance was not working at present. In darkness it was difficult to unlock the Hall without it, and leaving, especially for the less able, was hazardous
* **Heating** – the heating system was operating satisfactorily but it was suggested that the radiators now needed a coat of paint as it was peeling off most of them. The company who installed the heating system was no longer in business, which meant that repairs would become more difficult in future. It was expected that the heating system would need to be replaced within the next few years and consideration would need to be given to the most economic and effective alternatives
* **Flooring** – In August the floor had been refurbished and users had expressed appreciation of this work, especially the Ken YuKan group, for whom the quality of the floor was very important. The Chairman thanked Brian Upton, who had arranged for this work to be done. Subsequently a green mark had been made on the floor (probably from table tennis tables) and it was felt some advice from the floor specialists may be required.
* **Storage Area** – The storage area, with its extra shelving, was better organised than in the past but would always depend on users returning equipment in an orderly way to allow access to the many other items.
* **Painting of Hall (inside) –** During the year the inside of the Hall had been painted but it had been decided not to go ahead with a picture rail.
* **Health and Safety –** the comments relating to the blinds, in respect of the crash bars had also been noted by the Ken Yukan group. Apart from this, and the light over the entrance, no other health and safety matters had been raised. Another inspection was due shortly. A copy of the health and safety policy was on the website.
* **Chairholder –** Marcus Cornish had arranged for the prongs on the chairholder to be replaced and this had been done
* **Tables –** The square tables which were rather unstable needed to be replaced and, following research into replacements by Sue Harrow, the Committee had agrre to purchase eight tables. had agreed to invesyigate possible replacements

**3. Bookings Update**

Since the last AGM the Hall had continued to be well used. In addition to the regular club uses, the Karate group (still not represented on the Committee) were continuing. The Art group no longer used the hall but there was plenty of casual sport use and a number of parties. There had been a recent enquiry from a Ghanaian steel band. The possibility of running a bar at their proposed event was suggested as a way of raising extra funds.

Most bookings were done on line, and the introduction of a key safe meant users were able to get into the hall more easily.

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**4. Maintenance Update**

The Committee had for some time been considering the idea of having a survey done so that there could be an idea of when planned maintenance may need to be carried out, and the financial reserves which should be put by to meet the expected costs. The meeting now discussed how such a survey might be carried out, and the extent to which the Trust would be expected to meet any substantial costs, if they arose. The Trustees (in the form of the management committee) were responsible for the maintenance of the Hall but it was felt that there may be circumstances in the future when the Parish Council could be asked for assistance. In the meantime it was agreed that the Committee should try to find whether there was someone in the village who was qualified and willing to undertake a survey, and if so, to decide on how to proceed subsequently

**5. Chairmans Report**

The Chairman circulated a report summarising the activities in the Hall during 2013/14.

The report summarised tha activity of the users of the Hall, and the Committee during the year.

A copy of the report would be included on the website, along with these minutes.

Particular issues raised included

* A request for someone with the relevant skills to take over the duties of Treasurer from Paul Donert, who had indicated that he would be stepping down from this role at some stage in the future. (At the same time it would also be necessary fo someone to be found to audit the accounts.)
* The need to renew the fixed term electricity contract during the coming year
* The hope that someone can be recruited to the Committee to take on the responsibility for fundraising
* The growth in the use of the website, in relation to the Village Hall and other activities in West Wickham

**6. Reports of User Groups**

Representatives of the Gardening, History and Bowls clubs, the Ken YuKan group and the Pre School reported briefly on the activities of their groups during the year.

* The Gardening Club continued to flourish, running a successful plant sale, annual show and programme of talks. Membership had reduced slightly but remained healthy.
* The History Club, although small had remained active, and had been boosted by the Village Dig in July 2013. Another dig was being planned for next year
* The Carpet Bowls club, like others in the area, were struggling to attract new members, but continued to meet weekly and play matches. Attendances most weeks were just enough to cover the cost of hall hire.
* The Daisy Chains Pre-school had been very low on numbers in 2013 but these had now increased and they were committed to paying full charges from next term. They had done a tremendous amount of fundraising and were to introduce lunch clubs , which would produce some additional income. They were grateful to the Village Hall for relaxing charges when their finances were stretched.
* The Ken Yu Kan group met twice weekly, with participants coming to West Wickham from various locations. Numbers remained constant, with some leaving and others joining. One new member had recently represented the UK at an event in Norway

**6. Acceptance of Accounts 2013/2014**

Paul Donert, the Treasurer of the Trust circulated a financial statement of income and expenditure for 2013/14 and a balance sheet as at 31st March 2014.

It was noted that there had been a loss of £3,095 in 2013/14. This was due to the maintenance work that had been carried out, the reduction in fees for the Preschool, and the timing of invoice payments. The majority of the income was generated from hire charges and this had been supplemented by one event – a ceilidh which had raised £616. No fundraising event had yet been planned for 2014/15.

**The meeting considered whether charges should be reviewed and it was agreed that the charges for local West Wickham clubs (i.e. Preschool, Local History, Carpet Bowls and Gardening Clubs) should not be raised, but those for outside users and parties increased by 10%.**

**The meeting formally approved and adopted the accounts.**

It was noted that copies of the accounts would be forwarded to the Parish Council, and to the Charity Commission.

# 7. Representatives and Committee Members

It was noted that the following people had been appointed to the Committee as representatives: Marcus Cornish and Patrick Charlton (Parish Council), Jane Scheuer (History Club), Peter Grieve (Gardening Club) and Brian Upton (Carpet Bowls Club).

The Pre School was also represented on the Committee, currently by Sue Harrow.

Nick Salter, Louise Salter and Simon Keen were all elected members of the Committee.

The following people were elected as officers on the Committee:

* Nick Salter – Chairman
* Marcus Cornish – Vice Chairman
* Paul Donert – Treasurer
* Louise Salter – Booking Secretary
* Peter Grieve – Minutes Secretary
* Simon Keen – Invoicing Secretary
* Alex Schuilenberg – Website manager

The meeting ended at 9.45 p.m.