

West Wickham Village Hall Trust

Minutes of the Management Committee Meeting held on 10th May 2012 at 8 High Street West Wickham. 8.00 – 9.45 p.m.

Present: **Members of the Management Committee:** Nick Salter (Chairman), Marcus Cornish, Kathy Pelling, Peter Grieve, Simon Keen, Jane Scheuer, Brian Upton, Patrick Charlton and Tina Daniels

Also Present (**For Diamond Jubilee Matters**) Di Licence, Nicky Cornish, David & Debbie Sills, Sandra, Sue Harrow and Justin Plumb

Apologies: Dawn Hughes, Janet Morris, Sionagh Kerslake and Phil Jordan

1. Actions arising from last meeting – 26th January 2012

The following matters were considered:

- Repair of the chair holder. Not yet done. Chairman will arrange/do the work
- Missing Padlocks for rear car park. Now returned.
- Fundraising ideas. To be held in abeyance until AGM
- Solar Panels – No action to be taken in immediate future due to feed-in tariff changes. Keep under review

2. Chairman's Update

The Chairman had investigated the problems of the central heating system, mainly caused by the seizing up of two of the three fans, which had resulted in radiators overheating. These had now been repaired. An additional problem was that the timers no longer worked.

The manufacturer of the system had gone bankrupt. This meant that parts would be hard to obtain and it would be very difficult to find anyone to service the heating system. It was considered that an electrician may be able to repair the timers. A further suggestion was that the architect of the Hall be contacted for advice and the Chairman agreed to do this.

3 Bookings and Invoicing Update

Kathy Pelling reported on the bookings, which had realised £250 in the first quarter of 2012 and £159 in the rest of the year to date. She reminded the Committee of the forthcoming Barn Dance in aid of Save the Children, and an adult party which had been booked. It was noted that the Yoga Group was struggling for numbers – in part possibly because of the heating problems. The Karate group was continuing on Tuesday evenings and a Zumba class was shortly to begin, also on Tuesdays, at 8.15 after the Karate.

Simon Keen reported that an estimated £7000 income would be generated from clubs and societies during the year, of which two thirds came from within the village and one third outside. The Preschool was the biggest user. There was an increase in the number of bookings from the previous year

4 Health and Safety

Patrick Charlton reported on his intention to prepare a simple overarching Health and Safety Policy which would ask users to report on any issues (preferably by email via the website) and recognise the policies of the individual clubs – particularly the Pre School, from whom a copy of their policy was requested. A regular assessment of H &S would be carried out prior to each meeting of the Committee.

The following specific issues were raised:

- Chord on blinds for fire exits down to the floor – danger for children
- Outside light – need to ensure operating properly
- Storage area – overcrowded and disorganised. Need to remove equipment which is no longer used and organise storage in such a way as to maximise accessibility
- Recently erected flagpole in car park. Need for concrete base to be painted?

5. Update from Club Reps etc

- History Club (Jane Scheuer) Continuing to function with small membership. Has link on website
- Gardening Club (Peter Grieve) Thriving Club. Part of membership from outside village. Forthcoming event – plant sale on 19th May. Visits during summer then Annual show in August
- Bowls Club (Brian Upton) Successful club. (see above for concerns over storage area) New members, including younger members, welcome.
- Daisy Chains Preschool (Tina Daniels and Sue Harrow) Numbers had been low in September so making a loss at that stage. Now increased to 27, giving a small profit. Fundraising events bingo, Xmas Fayre, Quiz Night & Jumble Sale. Numbers for September 2012 looking OK. Daisy Chains were developing a new website of their own.

5. Diamond Jubilee celebrations

Di Licence reported on the programme of events and comments were made as follows:

- Art & Craft (DS/DS) and History(JM) exhibition Saturday 2nd June. All on track – 48 entries to date for A & C exhibition
- Table tennis on Village Hall rear car park. 10a.m. – 4p.m. People have been lined up to oversee it – PG, JP plus others?

- Dogs with decorated collars – judging on recreation ground at noon SK
- Live music (PJ) with Trailer if ground suitable, Bar and BBQ (Village Hall volunteers). Food & drink start at 6p.m, music at 7p.m. Check paper towels & loo rolls in sufficient quantity
- Lighting of Jubilee Beacon on recreation ground 10.15p.m Monday. Turf will be cut and rolled back Friday. The bonfire will need to be roped off with warning tape. On the night 6 stewards will be there to ensure nobody gets too close. First aiders have also been arranged. Fire Blankets and buckets of water should be handy. Bonfire location likely to stay hot for some time afterwards
- Bunting to be erected around the village hall when it is available PG/JP
- Flower festival in the church – in hand – set up Friday evening open Saturday - Monday
- Circular footpath trail Friday to Monday
- Beer Garden at Manor Farm – Friday to Sunday 5.00 to 8.00p.m.
- Local Ghost stories at Manor Farm – time to be agreed probably 7.30
- Family service at St Mary's followed by Teddy Bear parachute Sunday

7. Next Meeting

AGM in September – date to be finalised