

## **West Wickham Village Hall Trust Management Committee**

**Minutes of a Meeting held on 9<sup>th</sup>May 2013 at 8 High Street, West Wickham 8.00 – 9.00 p.m.**

### **Present:**

Nick Salter (Chairman), Patrick Charlton, Marcus Cornish, Simon Keen, Justin Plumb, Louise Salter, Jane Scheuer, Brian Upton and Peter Grieve.

### **Apologies:**

Kathy Pelling and Alex Schuilenberg.

#### **1. Review of Actions since last meeting (AGM)**

The Chairman reported on action taken arising from the meeting held on 29<sup>th</sup> January 2013:

- Storage – a new shelf had been installed by Paul. The shelf was being used for storage of badminton rackets etc. The storage room remained fairly full. Items taking up some space which could possibly be removed were toys (thought not to belong to the pre-school) and the floor cleaner – to be repaired or disposed of.
- Painting – a quote to paint the inside of the hall and erect a picture rail had been received for £685. This was thought to be competitive. Need to check whether the quote was for painting above and below the picture rail. Subject to this check, chairman authorised to accept quote
- Flag – Union Flag now taken down and stored. The key for the flag was in cleaning cupboard.
- Fees for parties from outside the village had been raised in accordance with the decision taken at the AGM
- Inspection by surveyor/architect to assess works needed – still to be arranged.

#### **2. Chairman's Update**

Heating and Lighting – Harnwell Electrical had been contacted and had repaired one of the timers on the heating system and the outside lights. The main timer still needed to be repaired. They had also provided a quote for installation of new lighting in the Hall of £2480, including PAT Testing. It was agreed that this quote should be accepted. It was understood that the work could be done in half term week and it was hoped that the minimum disruption would be caused. The company had commented that replacing the lights every 10 years could be considered normal. It would be necessary to put aside funds for this expenditure.

Finance – A new on-line bank account had been opened with Lloyds TSB. This made transactions more straightforward. Electricity payments would shortly be moving to direct debit, which would be beneficial. The possibility of general payments being made through e-payments could be explored. It was thought that the Hall had made a profit this year, because of higher fees and increased usage

### **3. Bookings / Invoices**

Simon Keen reported that the income from clubs and societies had been £8500, added to which £2067 was held in petty cash. He confirmed the greater usage this year, including a full year's use from the Karate classes and increased use from Ken-u Kan. The Zumba class had not attracted enough people, but some interest was being shown by an art class.

Louise would be taking over as booking secretary shortly. The handover would be done in consultation with Kathy and Alex. It was noted that there was still a need for the calendar to be kept up to date on the web site, so that it would be possible for people to make bookings on-line.

### **4. Health and Safety**

Of the safety issues that had been raised, the handrail to the playground had been replaced, replacement of the lighting was in hand and the loose slab was not in evidence.

There was a need to undertake the quarterly audit, which would include the fire alarm test and those areas outside the Hall which were the responsibility of the Trust.

There was also a need to include the Health and Safety policy on the web site.

### **5. Updates from club representatives**

**Reports from representatives of the History, Bowls and Gardening Clubs were noted. There was no representative of the Pre School in attendance. It was understood that Pre-school now had a new member of staff. The pattern of low numbers in September but increased attendances later in the school year continued. The Pre-school had recently introduced a lunch club.**

**The Ken-u-Kan club had expressed some concern about the condition of the floor on occasion, meaning that they had to spend considerable time cleaning it before they could begin their session. It was not certain who had been the users prior to the occasions when this problem had occurred.**

**In discussing this matter it was suggested that consideration needed to be given to the re-sealing of the floor and when it should be done.**

## **6. Fundraising**

Pyrla had held 5 coffee mornings, raising £1000 for the playground, but these had ceased for now. Funds for the works to the playground were now just £2500 below the target but there was enough for the works to get under way.

The major event planned to raise funds for the Hall was a ceilidh, including a barbecue on 22<sup>nd</sup> June. It was hoped that any works being carried out on the playground would not adversely affect the ceilidh.

The question of gift aid was discussed. Currently the Hall did not receive donations, but Marcus Cornish agreed to investigate the process for applying for gift aid in the event of donations being made.

## **7. Website**

There was now more information on the website. It included the booking form, the check list, the terms and conditions and health and safety report forms.

In addition to the calendar and health and safety policy it was suggested that a list of babysitters could be included

**8. Date of Next Meeting**

18th July 2013 at 8.00 p.m. at 8 High Street. AGM Friday 27<sup>th</sup> September in the Village Hall.