

West Wickham Village Hall Trust Management Committee

Minutes of a Meeting held on 18th July 2013 at 8 High Street, West Wickham 8.00 – 9.25 p.m.

Present:

Nick Salter (Chairman), Patrick Charlton, Marcus Cornish, Sue Harrow, Simon Keen, Justin Plumb, Louise Salter, Jane Scheuer, Alex Schuilenberg and Peter Grieve.

Apologies:

Brian Upton

1. Review of Actions arising from last meeting

The Chairman reported on action arising from the meeting held on 9th May 2013:

- Painting – the quote to paint the inside of the hall and erect a picture rail reported to the last meeting was for painting above and below the picture rail. The quote had been accepted as agreed by the Committee at the last meeting and it was now necessary for a date to be arranged.
- Health and Safety need to carry out regular audit including fire alarm test. Policy will be going on the website subject to adjustments to lay-out.
- Gift Aid – Marcus confirmed that this could be applied in the event of the Trust receiving a charitable donation. Agreed that action could be taken if this occurs.
- Inspection by surveyor/architect to assess works needed – still to be arranged.
- Babysitters – the idea that a list of those available should be held on the website had not yet been progressed.

2. Chairman's Update

Heating and Lighting – The new lighting in the hall had been installed and was more efficient and brighter. Harnwell had also carried out the PAT Testing which was satisfactory. The Chairman reminded the Committee that the fans had been replaced in the radiators.

The Ceilidh had been a successful event although I was slightly disappointing that more people from the village did not attend. The event had raised £730.

There had been a further comment from the Ken-u-kan club regarding the **state of the floor** following the wake held on 3rd July. The Committee discussed how best to prevent this happening in the future. It was noted that all users pad a deposit – even those who were not charged a booking fee, and that this deposit covered not only damage but also cleanliness. It was felt appropriate to warn subsequent users in advance if an event such as a big party were being held immediately prior to their use.

Insurance had been renewed at the same premium as for 2012/13.

South Cambs DC had previously notified the Trust of the possible need for a food hygiene report. However it had now been confirmed that this was not applicable.

Floor resealing– still to be considered, along with inspection by surveyor (see above)

The Treasurer of the Trust, Paul Donert, had indicated that he would be continuing as Treasurer for only a limited number of years, so consideration needed to be given to appointing a new treasurer at some stage in the future. In the meantime it was important to ensure that he had all the necessary information in time to report to the AGM in September

3. **Bookings / Invoices**

Louise had now taken over as Booking Secretary from Kathy Pelling and everything was working OK. The booking calendar was on line. A key safe to be kept at 8 High Street had been purchased to cover situations where users needed to obtain the key when Louise was unavailable . The art sessions reported to the last meeting were now under way. It was likely that the Pre school would not be needing a long day for a while because low numbers expected in September meant that the lunch sessions would not be held until numbers improved.

4. Health and Safety

There were no further matters to raise beyond those contained in item 1.

5. Updates from club representatives

Reports from representatives of the Pre School, History, Bowls and Gardening Clubs were noted.

Sue Harrow reported that Pre school numbers had risen to 15 by the end of the summer term but would drop to 4 at the start of the next school year, then expected to rise to 12 by 2014. Recent activity of the preschool had centred on the vegetable plot. It was noted with pleasure that Daisy Chains had been judged as outstanding by Ofsted and it was agreed that a notice denoting this status be displayed.

Sue requested permission for the preschool to:

- **Plant an apple tree**
- **attach a small water butt to the downpipe**
- **erect a playhouse**

All these three requests were approved

The highlights for the History club had been the session on the origins of Balsham, attracting a large attendance from that village, and of course, the recent “Big Dig” in the village which had revealed a lot of information on how West Wickham had developed. The event had been a great success and later in the year there would be a session in the Hall to let people know about the findings, once they had been analysed by the experts. The Hall would need to be booked for this session.

It was noted that the Gardening Club’s annual show was due to be held on 10th August.

6. Fundraising

The major fundraising event had been the ceilidh, which had attracted 100 people and raised £730, including a significant amount by selling raffle tickets for prizes which had all been donated. In view of the cost of the band it had proved to be a successful fundraising event.

It was noted that the Fete in aid of St Mary's Church was due to be held on 14th September

The new playground had now been virtually completed. In the near future an opening ceremony would be held, combined with a party. It was felt inappropriate for there to be a fundraising element on this occasion as so much had been contributed locally towards the new playground.

7. Website

There was now a slot for upcoming events on the website and all the photographs from the Big Dig.

8. Date of Next Meeting

AGM Friday 27th September in the Village Hall.