**West Wickham Village Hall Trust Management Committee**

**Minutes of a Meeting held on 30th January 2014 at 8 High Street, West Wickham 8.00 – 9.30 p.m.**

**Present:**

Nick Salter (Chairman), Patrick Charlton, Marcus Cornish, Sue Harrow, Jaydee MacNamara, Simon Keen, Louise Salter, Jane Scheuer, Alex Schuilenburg, Brian Upton and Peter Grieve.

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

The Chairman reported on action taken arising from the Annual General Meeting held on 11th October 2013:

* Survey to check on future maintenance – still to be arranged
* Re-sealing of floor. Brian Upton had checked on websites for people who could do this work. However the extent of what was required had to be established first as costs varied considerably depending on the time needed to do the work. Suppliers needed to be invited in to assess what was required.
* The automatic flushing toilets in the mens toilets continued to flush on a regular basis. It was necessary to check to see if the timing could be adjusted
* Painting – at the AGM it had been reported that a quote had been accepted for painting the Hall and erection of a picture rail. However the picture rail had proved an impractical proposition because of the position of doors, screen etc. The painters had also painted the lobby area. It was considered that they had done a good job – total cost £815.
* Wobbly tables –Sue Harrow agreed to look through catalogue for replacements
* Key to rear car park bollard was now on the bunch of keys given to hirers

Chairholder still to be repaired (two prongs missing). Marcus Cornish agreed to look into cost of replacement as alternative to repair

1. **Chairman’s Update**

The Chairman reported that:

* The financial summary had been submitted to the Charity Commission as required
* The PRS Tariff had been paid (£241.68)
* Water rates had been paid
* Electronic banking was working well. Most invoices paid on line. Balance transferred from Santander account to be closed. Direct Debit for electricity bills will save 2%. Building society savings to be transferred to better account – possibly Lloyds 2 year bond
* Windows have been cleaned
* Work carried out to porch gable and loose slabs on steps
* Ken YuKan had complained about the hall not being in a clean state after parties. Users to be reminded about requirement to clean floor or arrange for Nadine to clean it after use.
* It was understood that the District Council were making grants available for capital expenditure. Need to check on this and see if there was any way it could be utilised.
* Drafts – it was suggested that a seal could be installed between the front doors. It was also noted that the window next to the kitchen serving hatch was letting in cold air.

1. **Bookings / Invoices**

Use of the Hall remained healthy and in the last quarter invoices had been sent out totalling £2660 (up from £2430.) It was noted that petty cash was rather low at £100.

1. **Health and Safety**

It was noted that the last health and safety audit took place before the AGM in October and another check was now due. However there had been no notification of H & S issues from users. Fire extinguishers had been serviced and all emergency lights were operational. It was agreed that it was desirable for a security porch light should be fitted under the archway to provide light on the steps and door for those entering the building.

1. **Updates from club representatives**

The comments from representatives of the Bowls, Gardening and History clubs were noted. All were doing well although the bowls club would appreciate some new members.

The Pre school reported concern that visits had been made by potential hirers without notice during pre-school hours. It was agreed that anyone wanting access to the hall on a weekday morning during term time should not do so when the children were present (9.30 – 12.30).

It was also noted that current numbers at the Daisy Chains pre-school were at a critically low level which brought the viability of the Pre-school into question. The projected shortfall for the current year was £8000. It was noted that advertising was widespread, fundraising events were planned, and the County Council were giving consideration to temporary financial assistance. The Committee agreed that assistance should be given to help the pre-school continue and therefore agreed to one term’s rent free use and asked the pre school representatives to keep the Committee informed about child numbers and the financial situation.

1. **Fundraising**

It was noted that the fundraising group were due to meet soon. Ideas put forward included an event in the church and a festival-type event in the playing field.

1. **Web Site**

The village web site was slowly growing. More hits from abroad than locally. It was important to keep the content fresh. Agreed that Daisy Chains should be given more prominence. Noted that local businesses wanted to advertise but not pay.

1. **Date of Next Meeting**

Thursday 24th April 2014