**West Wickham Village Hall Trust Management Committee**

**Minutes of a Meeting held on 17th July 2014 at 8 High Street, West Wickham 8.00 – 9.15 p.m.**

**Present:**

Nick Salter (Chairman), Marcus Cornish, Sue Harrow, Jaydee MacNamara,

Simon Keen, Louise Salter, Jane Scheuer, Alex Schuilenburg, Brian Upton and Peter Grieve.

**Apologies:** Abby Lucini, Patrick Charlton

1. **Review of Actions since last meeting**

The Chairman reported on action taken arising from the meeting held on 30th January 2014:

* **Survey** to check on future maintenance – still to be arranged. It is thought probable that more funds may need to be put by for future maintenance once the survey had been done.
* **Re-sealing of floor**. Work was due to be carried out on Monday, 11th August. Both Brian Upton and the Chairman were due to be away so Sue Harrow offered to open the hall for the contractors to begin work. The Contractors had given assurance that the Hall would be available for use well before the Annual Gardening Club Show, on the 16th of August. In discussing the floor refurbishment it was thought desirable to acquire new cleaning materials and Brian agreed to make inquiries with Courtship.
* **Wobbly tables** –Sue Harrow had carried out further research and two options were considered. It was agreed to purchase 8 new tables which were more robust at a cost of £60 each.
* **Blinds** - Marcus Cornish reported that his son Barnaby had quoted £615 to replace all the blinds in the Hall. These were roller blinds in contrast to the existing blinds.
* **Review of charges** – this would need to be considered at the AGM. Simon Keen was asked to provide a breakdown of income.

1. **Chairman’s Update**

The Chairman reported that **insurance** had been renewed, **a Health and Safety Audit** had been carried out in June. No progress had yet been made in **reviewing the fee structure (see above.)**

1. **Bookings / Invoices**

Use of the Hall remained busy with a plenty of casual usage in addition to regular bookings. The Karate club was seeking an additional evening. In relation to invoices, at £1250 these were down in comparison to last year because of the concession made to Daisy Chains. Simon Keen reported that petty cash was still low.

1. **Health and Safety**

Following the Health and Safety Audit, Patrick would report at the next meeting but it was understood there were no major concerns. There remained a need to provide a light in the porch.

1. **Updates from club and pre school representatives**

The comments from representatives of the Bowls, Gardening and History clubs were noted, including the forthcoming annual show for the gardening club and the still-awaited report of the “village dig” for the history club (*Note: since the meeting the report on the village dig had been finalised and a feedback session was planned for 31st August)*. The Bowls Club were keen to recruit more members.

The Daisy Chains Pre-school representatives reported on their current financial situation, which now had better prospects because the number of children for 2014/15 was expected to be much higher (up to 20 individuals). The fundraising efforts during the year had been successful. In the new school year, it would be possible to revert to the former charging regime. The planned Stay and Play sessions had not yet been finalised and there was a need to decide on which days these would be held.

1. **Fundraising**

There was nothing to report.

1. **Web Site**

Alex Schuilenberg reported that there remained a need to protect the site from attempts to hack into it (from China). Old photographs of West Wickham were due to be uploaded onto the site shortly but any other new material would also be welcomed.

1. **Any Other Business**

* The cigarette butt receptacle on the outside of the Hall had been used by blue tits for nesting. Unfortunately two sets of fledglings had been unable to get out and had died. There was a need to cover it with mesh in order to stop them getting in.
* It had been reported at the last meeting that the existing savings account for the Village Hall contained some £18000 and there was a need to investigate how this could be invested more profitably. Simon Keen had enquired with the Cambridge Building Society and the Committee felt that it would be possible to tie up the money for a year or more by investing in a bond.
* Marcus Cornish reported that he intended to spray off the weeds on the edges of the car park, and this was agreed.

1. **Date of Annual General Meeting**

Friday 10th October 2014