

West Wickham Village Hall Trust Management Committee

Minutes of a Meeting held on 12th January 2017 at 37 High Street, West Wickham 8.00 - 9.45 p.m.

Present: Simon Keen (Chairman), Jess Ashbridge, Patrick Charlton, James Cowell, Sue Harrow, Di Licence, Louise Salter, Alex Schuilenberg, Brian Upton and Peter Grieve.

Apologies: Jane Scheuer

1. Review of Actions from the AGM on 5th October 2015

- **Ladies' Toilets** - A further check would be made to ensure there had been no repeat of the problem of some dampness in the corner of one of the cubicles.
- **Heating** - As the system was no longer manufactured and spares therefore difficult to obtain it was agreed that the implications of having a new system installed should be investigated, and a quote obtained. (JC)
- **Draught Excluders** - These were required for main storeroom, front door and fire doors. Need to check on standard expected for these.
- **Disabled Parking** - Two bays had been marked out in the front car park
- **Village Fete** - A fete was planned for the Church in 2017 (to be held at Manor Farm). However it was expected that a Wickham Fest event would also be held.
- **Bank Transfer** - There was still a need to close the **Santander** account and remaining funds transferred to Lloyds. Current authorised signatories were thought to be past Chairman John Pelling and Paul Donert. The **Cambridge Building society** account contained £18,000 and also needed to be transferred. New signatories also required for this.
- **Treasurer** - In discussing the above the Committee again considered the need to find another Treasurer, as Paul Donert had previously said that he did not wish to continue in the post. JC and LS agreed to approach Abby Betley to see if she would be willing to take on the role

2. Chairman's Update

Simon Keen reported that as the new Chairman all relevant paperwork had been handed over to him by Nick Salter.

3. Maintenance

Various issues relating to lighting were raised:

- **Sensor light in front porch** - bulb needs relacing BU volunteered to do this
- **Main Hall** - One strip light to be replaced and cover to be put back (tower needed)
- **Pre- school cupboard** - new light required

- **Wall lights** - wire mesh to prevent further breakages thought advisable. BU agreed to investigate on-line

The Committee discussed the need to improve organization in the storage cupboard:

- Floor cleaner and mini basketball stands could be taken to tip
- Possible acquisition of trolley for stacking and moving tables

Outside the Hall:

- Thanks to the Gardening Club for work (ongoing) on the borders
- Questioned whether BT would make good the grass around new cabinet

4. Bookings / Invoices

Louise reported that bookings remained healthy. There had been Christmas parties arranged by local families. The Hall had been booked by SCDC for elections on 4th May

5. Health and Safety

- Electrical (PAT testing) AS said he was an authorised PAT tester and could do this when required
- Fire instructions - Mrs Jolly's telephone number to be removed from notice

6. Updates from club and pre school representatives

Reports were made on the Gardening, History and Bowls Clubs.

Arising from these it was:

- Noted that the Gardening Club Plant sale was planned for 21st May
- Noted that the History Club part of the website was being changed to show a history of West Wickham. It was hoped to have Dig 4 in the summer.
- Pre-school was 'ticking over'. Fund raising events were planned for February and September. It was hoped to be able to hold one of these on a Friday evening, which would mean asking the Karate Club if they would mind vacating.

7. Social Nights

Di Licence reported on a proposal to introduce a 'Village Hub Night' every fourth Saturday in the month (beginning 25th March), providing a bar and some other amusement, for a trial period of, say 3 months to see if people responded. It would be necessary to apply for a bar licence.

8. Key Holders

There was a need to check the list of current keyholders to ensure that it was up to date.

9. Agricole

PG reported that the Oil Co-operative Agricole undertook to donate a sum to the village each year based on the number of orders of over 1000 litres. It had been decided that the donations for the last two years (total £265) should be given to the Village Hall and there was a need to check that a cheque to cover these donations had been received. The most recent payment was to be donated to the Church.

10. Footpath Map

DL reported that the Parish Council had agreed to meet the cost of a map showing footpaths and bridleways. It was agreed that this could be fixed to the wall of the Villlage Hall.

11. Fridge Freezer

It was agreed to acquire a fridge/freezer for the kitchen. (DL). Existing fridge to be transferred to the bar.

12. New Tables

These had been acquired from the Red Cross and it was agreed to pay the Red Cross £500

13. Date of Next Meeting

30th March 2017. Venue to be confirmed