

## West Wickham Village Hall Trust Management Committee

### Minutes of a virtual meeting held on 11<sup>th</sup> February 2021 via Zoom 7.30 - 8.50 p.m.

**Present:** Trevor Hall (Chairman), Diane Hazlehurst, Di Licence, Georgina Magin, Brian Marshall, Andrew Morris, Nicci Trudgeon, Alex Schuilenburg, and Peter Grieve.

**Apologies for absence:** Sue Harrow

#### 1. Minutes

The minutes of the meeting held on 12<sup>th</sup> November 2020 were approved as a correct record.

#### 2. Annual Return to Charity Commission

The Chairman had submitted the annual return along with the annual financial statement.

#### 3. Santander Account

The Chairman reported on attempts to re-activate and subsequently close this account. The various forms had been completed as Santander had required but the bank had still not agreed to the re-activation and closure. The issue was now the subject of a complaint which had its own process.

#### 4. Repairs and Maintenance

The Committee noted:

- Repairs had been carried out to the roof which had developed a leak after a brick had been thrown on to it, cracking one of the tiles
- The door of the Gents toilet would currently not close. Di Licence agreed to ask Tom to look at it
- Reference was made to the continuing difficulty with the lock of the cleaning cupboard

#### 5. CCTV

Alex had installed four external cameras - one at each corner of the building. The purpose of installing CCTV was for public safety and identification of anti-social / criminal behaviour. They provided 2 to 3 weeks of recording and then over-recorded.

The Chairman was writing an **article for the Village Voice** to inform people that the CCTV cameras were in place.

#### 6. May Elections

The Government had stated that the local elections on 6<sup>th</sup> May would be going ahead, which would mean that the Village Hall would be a polling station . It was understood that plastic screens would be provided, along with sanitisers.

A one-way system would be used with direction markers. Prior to the day, a risk assessment would need to be carried out by SCDC.

## 7. Cleaning

Cleaning was continuing to be carried out to a good standard, apart from one incident when the ladies' toilet was found to be dirty.

## 8. Hire of Hall

The hire of the hall by Daisy Chains was continuing only up to the end of the summer term in July at which point there were too few children for the Pre-school to be viable.

It was recognised that the Hall would need to attract new hirers, through local advertisement and other activities. The storage space hitherto used by Daisy Chains would become available so some thought would need to be given to how this could be utilised.

## 9. Proposal for Extension

The idea of extending the hall to meet a need for social and meeting space had been an issue for some years, particularly after the need had been identified in the initial neighbourhood plan survey. The feasibility of building such an extension had been raised at the last meeting of the Parish Council, which had indicated support for the idea by undertaking to contribute to a feasibility and design study. The financing of building an extension was likely to be largely through a combination of grant aid and funding by the Parish Council.

The Committee gave consideration to:

- The possible location and size of such an extension. The chairman had looked at three possible locations and the Committee agreed that the most appropriate would be at the **S.W. corner of the building, 55 sq. metres.**
- How and whether the extension was likely to be used (**meetings, coffee mornings, other social events, office space**)
- the need to ensure there was **safe pedestrian access** round the outside of the building
- the importance of preserving **disabled access**

The Chairman was **authorised** to seek quotes from firms of architects to provide options for building such an extension for consideration by the Hall Committee and the Parish Council. The Parish Council had indicated they would fund this initial work.

## **10. Autumn Social Event**

Diane Hazelhurst reported that a provisional date (28<sup>th</sup> August) had been set for an autumn social event involving outdoor events, food, bar, barbecue and music. This was subject to lockdown restrictions having eased. It was noted that it was the weekend after the flower and produce show and was the bank holiday weekend. The fall-back date was the following Saturday, September 4<sup>th</sup>. The intention to hold this event would be featured in the next edition of the **Village Voice**.

## **11. Bookings**

It was agreed that in the current circumstances, the booking calendar should be taken off the web site. Any enquiries would be routed to the Booking Secretary or Chairman, or through the query book.

## **12. Grant / Quote for PV Panels**

It was noted that the grant application in relation to PV Panels had been refused. This initiative would now not be taken forward.

## **13. Heating System**

It was noted that two radiators in the north -east corner of the building were not working. They had been turned off and since then the system had not tripped whereas in the previous week it had tripped three times.

The specific cause of the tripping incidents was still not clear.

The heating system as a whole was still in need of replacement.

## **14. Terms and conditions / Policies**

Brian Marshall had reviewed the terms and conditions and considered they were satisfactory with the exception of the requirement for users to have read fire procedures prior to hiring the hall. It was agreed that this paragraph should be removed from the terms and conditions but that there was a need to review signs and notices within the hall relating to fire procedure to bring them up to date.

## **15. Any Other Business - Path Cleaning**

It was noted that the path round the perimeter of the hall had been cleaned by the Chairman, probably for the first time since the hall was built. The attachment of a 'T' to the outside tap would enable two jet washers to be used for this purpose in the future

## **16. Future Meetings**

It was agreed that another meeting of the Committee would be needed in mid - April.

An Annual General Meeting would be arranged once lockdown restrictions had ended