

## **West Wickham Village Hall Trust Management Committee**

### **Minutes of a meeting held in the Village Hall on 26<sup>th</sup> June 2023 7.30 – 8.20 p.m.**

**Present:** Trevor Hall (Chairman), Andy Champ, Diane Hazlehurst, Brian Marshall, Andrew Morris, Caroline Mulley, Alex Schuilenburg, Nicci Trudgeon and Peter Grieve.

**Apologies:** Georgina Magin

#### **1. Minutes**

The minutes of the meeting held on 27<sup>th</sup> February 2023 were approved as a correct record.

Arising from the minutes, it was noted that:

- The newly installed smart meter was not functioning properly and was continuing to bemuse the man from Eon
- Three emergency lights had been replaced and there was a need to ensure that the batteries recharged every three months
- The outside water meter had been cleaned up and could now be read.
- The leak in the ladies' toilets had been fixed

#### **2. PV Proposal**

The National Lottery Community Fund had agreed to provide £9,500 towards the installation of solar panels. The Parish Council had taken over the administration of the project and funds received from the £4000 Zero Carbon Communities grant from South Cambs DC together with £7000 from the Hall funds would be transferred to the Parish Council shortly. The Parish Council would then pay for the installation. In addition to these funding sources, the Parish Council appeal fund currently stood at some £500 of public contributions and it was hoped that further public contributions would be received.

#### **3. Hall Repairs and Maintenance**

It was noted that:

- All the toilets had been repaired, together with the isolating valve for the outside tap.
- There was still a need to create space in the small store by disposing of unwanted equipment
- The markings for the disabled spaces in the front car park needed to be refreshed.
- It was agreed that the rear car park should be secured when not in use for car parking with a chain attached to two padlocks

#### **4. Finance and Insurance**

There was currently £4800 in the deposit account of which £4000 was the ZCC grant to be transferred to the Parish Council. The remaining £800 was the remnant of the grants received during the Covid pandemic and this had been used to cover cleaning costs. It was noted that the cleaners were currently short staffed and as a result the Hall had not been cleaned for two weeks.

The Hall's insurance had been renewed, with the provider now being Ecclesiastical rather than Aviva. The new premium was £1518.37, an increase on 2022/23, but it gave a wider coverage and it was felt the increase was reasonable taking into account inflation. It was noted that the insurers would need to be informed when work to install solar panels commenced.

There were currently just two authorised signatories for the bank account, the Chairman and Treasurer and it was felt a further signatory was needed in view of the Chairman's forthcoming resignation. It was **agreed** that Alex Schuilenburg should be an authorised signatory as he was already known to Lloyds Bank through the Parish Council. Andrew Morris and Peter Grieve also volunteered to become authorised signatories if needed.

#### **5. Parking and Rear Car Park**

See item 3 above

#### **6. Changes to Terms and Conditions - Cleaning Checklist**

Two post-hire checklists had been circulated – one to be posted in the hall as a reminder for all users and the other to be included with terms and conditions for one-off hirers.

They were **approved** subject to additional requirements to ensure that all taps were turned off and the defect register to be completed if appropriate.

#### **7. Committee - Forward Planning**

The Chairman was resigning the Chairmanship at the Annual General Meeting and so a new Chairman would be required as well as new members of the Committee. An item would be placed in the Village Voice in the August edition.

## **8. Items for Village Voice**

**Two items identified as above.** Appeal for solar panel fund and need for new chairman and committee members. **One item below** – views on holding a bingo night

## **9. Any Other Business**

- It was **agreed** that an external power point should be installed at the north-east corner of the hall. It should be a double socket which should be safe (with circuit breaker) and secure from vandalism or misuse
- Consideration was given to the purchase of a bingo machine with a view to holding a bingo night in November but it was thought a VV item to gauge interest in advance for making a decision would be advisable

## **10. Future Meetings**

21<sup>st</sup> August 2023

23<sup>rd</sup> October 2023 (AGM)