

West Wickham Village Hall Trust

Minutes of the Annual General Meeting held on 24th October 2022 at West Wickham Village Hall, 7.30 p.m. - 8.35 p.m.

Present: Members of the Management Committee - Alex Schuilenburg (Vice-Chairman) (in the chair), Andy Champ, Diane Hazlehurst, Georgina Magin, Caroline Mulley and Peter Grieve.

Apologies: Trevor Hall, Di Licence, Brian Marshall , Andrew Morris, Nicci Trudgeon

1. Minutes - 4th October 2021

The minutes of the AGM held on 4th October 2021 were approved as a correct record.

2. Matters Arising

Matters arising from the minutes were all either contained within the Chair's annual report or on the agenda

3. Chair's Report

The Chairman of the committee, Trevor Hall, had circulated his report on the management of the hall since the last AGM. The report highlighted:

- Regular meetings of the management committee
- Inspection and certification of equipment within the hall and upgrading of electrical systems
- The stable financial position which had benefited from the final small business grant from the government
- The high standard of cleaning provided by a contract cleaner
- The installation of wi-fi and CCTV (*it was noted that the latter had recorded some incidents of vandalism around the hall and children's play area, following which information had been passed to the police*)
- The replacement of the heating system by a new effective system controlled via wi-fi and app
- The grant received from South Cambs District Council towards the potential installation of solar panels along with a battery storage option. (*it was noted that progress on this project may be adversely affected by the current shortage of inverters*)

The Chair's report in full can be seen on the Village web site.

4. Treasurer's Financial Report

The meeting noted the financial statements of the Treasurer for the year ending 31st March 2022. The statement showed net income of £29102 and net expenditure of £32711. These two figures included the receipt of grants and expenditure on major capital projects. It was noted that income from hall hire had returned to pre-covid levels. Electricity costs had increased significantly. Overall, the financial situation was stable and the balance sheet showed net assets at £78,964.

It was noted that Richard Ling (parish councillor) had agreed to audit the accounts and sign them off for submission to the Charity Commission.

The treasurer's financial report was accepted.

5. Appointment and Election of the Management Committee

The current management Committee was reappointed en bloc as follows:

- Trevor Hall, Chairman
- Alex Schuilenburg, Parish Council appointee, Vice Chairman
- Brian Marshall, Treasurer
- Georgina Magin, Booking Secretary
- Nicci Trudgeon, HUB Representative
- Di Hazlehurst, Social Secretary
- Caroline Mulley, Parish Council appointee
- Peter Grieve (Gardening Club) Andy Champ (Local History Club) and Andrew Morris (Carpet Bowls Club)

All members of the Management Committee present completed and signed trustee declaration forms.

6. Village Hall Management Committee 22nd August 2022

The meeting noted and agreed the minutes of the Management Committee held in August.

One of the items considered by the management committee had been the **review of hire fees**. The Committee had made a number of recommendations to increase hire charges and the Chairman had subsequently circulated a schedule of proposed booking charges to be implemented from 1st January 2023. It was noted that existing regular users would be paying increased, but discounted rates. In relation to the use of the whole hall for events involving more than 6 people, it was **agreed** that the schedule should be further simplified by charging a rate of £20 per hour for local use and £30 per hour for non-local (outside the Balsham and Linton wards) whatever the use, rather than charging a separate specific amount for adult parties.

The agreed new schedule would need to be published in the Village Voice and it was felt that it would be helpful to be able to use postcodes equating to the local wards when taking bookings for use of the hall.

7. PV Installation and Grant Application

The Management Committee were proposing to install a photo-voltaic (PV) system on the roof along with battery storage option. It was felt that this would both reduce the Hall's carbon footprint and result in savings on electricity costs in the long term. Subject to the scheme being deemed viable, it could proceed as soon as all necessary materials became available (see item 3 above)

8. Cleaning

It was considered that the standard of cleaning in the hall continued to be good under the current contract and favourable comments had been made by users

9. Items for Village Voice

As referred to in item 6 above, there was a need to publicise new hire rates along with an explanation for the new rates which needed to take into account the Hall's increasing costs and comparing charges with other halls in the area.

10. Next Meeting of Management Committee

The next meeting of the Management Committee was scheduled for 20th December via zoom. George Magin indicated she would be unlikely to be able to attend.