

## West Wickham Village Hall Trust

### Minutes of the Annual General Meeting held on 23rd October 2023 at West Wickham Village Hall, 8.05 p.m. - 8.40 p.m.

**Present:** Members of the Management Committee – Trevor Hall (Chairman), Alex Schuilenburg (Vice-Chairman), Andy Champ, Indy Liepa, Caroline Mulley, Nicci Trudgeon and Peter Grieve.

**Also Present:** Chris Covey, Andrew Morris and Dave Sargeant

**Apologies:** Liz Elkins, Diane Hazlehurst, Brian Marshall , Georgina Magin

#### 1. **Minutes - 4<sup>th</sup> October 2021**

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

#### 2. **Matters Arising**

Although the minutes had stated that the Chairman's Annual report for 2022 was available on the web site, it was not. Some of the past minutes of the Management Committee were also unavailable and these needed to be uploaded. Andy Champ and Indy Liepa agreed to assist with the task of uploading relevant documents onto the web site.

#### 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, which was composed of ten trustees.
- That all surveys and inspections were up to date
- The current financial position which showed the current account standing at £19,229.56 and deposit account at £92.39 (the latter being the remains of the Covid 19 grant received from SCDC)
- The recovery of income since the Covid 19 shutdown, boosted to some extent by the increase in hire charges which were imposed following the increase in electricity charges
- The high standard of cleaning at a weekly cost of £260, henceforth to be paid from the current account
- The various social events held in the hall during the year
- The upgrading of the fittings in the bar area and plumbing repairs in the toilets
- The completion of the PV installation with the assistance of grants from SCDC and the National Lottery Fund at a cost of £24085.34. . The installation had necessitated adjustments to the insurance policy and coverage for fire safety. The system was already proving beneficial with events in the hall being powered by the battery.

- **New Fire Safety Requirements.** In relation to this, the meeting discussed the need for a new smoke detector, a fire alarm that could be heard outside the building, and the need for protection of the battery.

The Chair's report in full will be viewable on the Village web site.

The meeting expressed their appreciation for what Trevor had achieved, and his leadership, on behalf of the Village Hall Trust during the period of his chairmanship.

#### 4. Treasurer's Financial Report

The Management Committee had approved the accounts and the Meeting now gave formal approval for submission to the Charity Commission.

It was noted that the Trust banked with Lloyds Bank and that the Haverhill branch was due to close. Current authorised signatories were Brian Marshall, Trevor Hall, Georgina Magin (and Alex Schuilenburg)

#### 5. Appointment and Election of the Management Committee

In view of the resignation of the Chairman and the absence of the Treasurer and Booking Secretary, the full make-up of the Management Committee could not be determined but would be considered at the next meeting of the Committee.

However, the Committee noted:

- That **Trevor Hall and Nicci Trudgeon** would be continuing as elected members of the Committee
- That the Gardening Club had appointed **Indy Liepa** as their representative, that **Andy Champ** remained the representative of the Local History Club and that **Peter Grieve** had been appointed as the representative of the Carpet Bowls Club. The representatives of the Parish Council were **Alex Schuilenburg and Caroline Mulley**
- It was hoped that **Brian Marshall** and **Georgina Magin** would continue as Treasurer and Booking Secretary respectively
- There remained vacancies for elected members, including the Chairman. It was noted that **Liz Elkins** may be willing to serve on the Committee.

#### 6. Amendment of Constitution

Following the winding-up of the Daisy Chains Pre-School there was a need to amend the Constitution to remove the requirement for the Pre-School to be represented on the Management Committee. **This was agreed.**

## 7. Any Other Business

- It was suggested that (in view of how the Hall was left following a recent hiring) that a member of the Committee be asked to attend at the conclusion of one-off hirings to see that everything on the check list had been complied with.
- It was noted that an external tap and a hook for the front door had been fitted
- It was suggested, and **agreed** that the area in front of the defibrillator should be paved as cats were using the area as a toilet
- It was discussed whether there should be a supply of emergency epipens in the Hall but it was **agreed** that this would be impractical because of the cost and lifespan of epipens.

## 8. Next Annual Meeting

28<sup>th</sup> October 2024

The meeting closed at 8.40