# West Wickham Village Hall Trust

**Minutes of the Annual General Meeting – held in the Village Hall - Monday, 5th October 2015– 8.00 – 9.30 p.m.**

**Present:**

Nick Salter (Chairman), Patrick Charlton, James Cowell, Simon Keen, Louise Salter, Alex Schuilenberg, Brian Upton and Peter Grieve

# Apologies for Absence

**Martin Clarke, Paul Donert, Di Licence, Andrew and Janet Morris, Jane Scheuer and Sue Thurston**

**1.Minutes of the AGM – 27th October 2014**

## Approved as a correct record

**2. Matters Arising from AGM and Management Committee 14/4/15**

The following matters arising from last year’s AGM and the most recent meeting of the Management Committee were discussed:

* **Post Office –** The post office had successfully been relocated to the Village Hall and the necessary phone line installed. The post office was open on Mondays between 1.00 p.m. and 3.00 p.m. The Meeting discussed the possible wider benefits to the Village Hall if the phone line could be made more generally available.
* **Pre School –** It was thought that the Pre School was now on a sounder financial footing, partly because of discounts agreed by the Village Hall Management Committee, but partly because of an increase in the number of children using it.
* **Electricity Contract –** This was coming up for renewal and it was thought advisable to continue with another one-year contract
* **Bank Transfer –** The transfer to Lloyds from Santander had taken place but a subsequent payment into the Santander account meant that this account would need to be closed and the remaining funds transferred to Lloyds

**3. Health and Safety Update**

There was a need to check the notices giving instructions in the event of fire, particularly the location of the nearest landline outside the Hall. The desirability of having a landline within the Hall would also need to be considered (see above). There were no other health and safety concerns at present.

**4. Bookings Update**

Since the last AGM the Hall had continued to be well used. The Karate group, which included a number of people from the village, now had two weekly bookings. It was therefore even more desirable that they should be represented on the Committee if possible, and it was **agreed that they should be asked to appoint a representative.** As a rule the Hall was in use every day and evening either for Pre- School, Club or general sports use, with the exception of Saturdays although there were occasional parties. The Pre-School were the major users, followed by Ken-Yu-Kan and Karate.

There was some concern about the number of keys that were held by regular users, and it was felt there should be some way in which key use should be regulated, although this needed to be balanced against the desirability of easy access and flexibility.

The meeting discussed the charges for general sports use, which had attracted some adverse comment about the proposal to set the level at £5 for the summer months and £10 for the winter. It was now **agreed that the fee should be £8 per hour all the year round.**

Simon Keen reported that income from invoices had increased slightly, to £8700. Most bookings were made on-line but it was important to ensure that the calendar was accurate so that invoices reflected actual use.

**4. Maintenance Update**

It was noted that

* Windows were now being cleaned on a regular basis
* Tom Licence was to carry out some necessary work to window frames where there was evidence of rot, and to pointing of brickwork beneath the eaves.
* A survey of the building had been carried out by Fred Connell, who had concluded that the building was in good condition and well cared for. A copy of the report was circulated. He considered that the roof tiles may need renewal in 10-15 years’ time, and had advised that the heating system was a good one, whose life should be extended as long as possible. It was thought prudent that spare fans should be acquired if possible so that fans could be replaced in the event of breakdown. Mr Connell had recommended the covering of airbricks and this had been done. However he had not made any estimate of the costs of future work.

The meeting discussed the need to put money aside for the long-term future maintenance of the Hall, probably in the region of £1-2000 per annum. This would cover major items such as the roof, flooring, windows, lighting and heating. **Although it was important to fund raise, it was felt that the Parish Council may need to be requested to contribute towards long-term upkeep once more definite estimates of future major maintenance costs were known. In addition, it was recognised that external grants may be available, and these should be identified in due course. The possible benefits of installing solar heating also needed to be re-examined and Patrick Charlton agreed to do this.**

**5. Chairman’s Report**

The Chairman circulated a report summarising the activities in the Hall during 2014/15.

The report summarised the activity of the users of the Hall, and the Committee, during the year.

A copy of the report would be included on the website, along with these minutes.

Arising from the report, the following matters were discussed:

* The Committee had met 3 times during the year, and had resolved a number of issues. Marcus Cornish was no longer one of the Parish Council representatives and had been replaced by Di Licence. The Chairman thanked Marcus for his contribution, especially with arranging for the front car park to be surfaced and the new blinds to be installed.
* The treasurer had indicated a willingness to continue for one more year. Patrick Charlton said that he would be prepared to take over in due course, subject to “shadowing” Paul for a period in advance.
* It was desirable for someone on the Committee to take on responsibility for fund raising.
* The day-to-day cleaning of the Hall continued to be carried out by Nadine Warner. Her work was greatly appreciated and **it was agreed that her hourly rate be increased by 15%.**

**6. Acceptance of Accounts 2013/2014**

Paul Donert, the Treasurer of the Trust had prepared a financial statement of income and expenditure for 2014/15 and a balance sheet as at 31st March 2015, and this was circulated.

It was noted that there had been a net surplus of £1,458 in 2014/15. Of this sum, £603 was set aside in the accounts for depreciation of equipment and amortisation of the car park. The meeting discussed the status of the car park as an asset of the Village Hall Trust, in contrast to the Hall itself, which was not listed as an asset. It was felt that the status of fixed assets needed to be clarified.

The immediate prospects for the financial health of the Trust were good in that a surplus was expected for the current year, partly because no major maintenance items were expected, in contrast to previous years. A fundraising event (Wickhamfest) had been held in the summer. It had been well-attended, despite the adverse weather and had raised £473. It was noted that the History Club was holding a coffee morning later in the month and that the money raised would partially go to the Village Hall.

**The meeting formally approved and adopted the accounts.**

It was noted that copies of the accounts would be forwarded to the Parish Council, and to the Charity Commission

**7. Reports of User Groups**

Representatives of the Gardening, History and Bowls clubs, the Ken YuKan group and the Pre School reported briefly on the activities of their groups during the year.

* The Gardening Club continued to flourish, running a successful plant sale, annual show and programme of talks. The Club had agreed to the Village Hall Management Committee’s request to maintain the flower border at the front and side of the building and the meeting **agreed that a budget of £75 could be provided to cover costs of re-planting etc.**
* The History Club, although small had remained active, and had attracted some new members. A second village dig, based in the fields near the church and Manor Farm, had revealed evidence of a mediaeval settlement.
* The Carpet Bowls club had recently attracted 5 new members and was continuing to meet weekly as well as playing a programme of friendly matches against other villages.
* The Daisy Chains Pre-school had not submitted a report and it was hoped they would make a report at a later date.
* The Ken Yu Kan group met twice weekly, with participants coming to West Wickham from various locations.

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# 8. Representatives and Committee Members

It was noted that the following people had been appointed to the Committee as representatives: Patrick Charlton and Di Licence (Parish Council), Jane Scheuer (History Club), Peter Grieve (Gardening Club) and Brian Upton (Carpet Bowls Club).

The Pre School was also represented on the Committee, currently by Sue Harrow.

Nick Salter, Louise Salter and Simon Keen were all elected members of the Committee and at the meeting**, James Cowell was also elected.**

The following people were elected as officers on the Committee:

* Nick Salter – Chairman
* Simon Keen – Vice Chairman
* Paul Donert – Treasurer
* Louise Salter – Booking Secretary
* Peter Grieve – Minutes Secretary
* Simon Keen – Invoicing Secretary
* Alex Schuilenberg – Website manager

**9. Any Other Business**

The following matters were raised:

* **Flag** It had been displayed on the flagpole to celebrate the Queen becoming the longest reigning monarch, but its whereabouts were now unknown
* **Keyholder Register** An up to date register was desirable for security and insurance purposes
* **Cambridge Building Society** New authorised signatories were required in order to be able to move the money into a more suitable account
* **Light** A light in the lobby area was making a buzzing noise, even when switched off. Brian Upton offered to investigate.

10**. Next Meeting of Management Committee**

14th January 2016 – 8.00 p.m. 8, High Street

The meeting ended at 9.45 p.m.