

## West Wickham Village Hall Trust Management Committee

### Minutes of a Meeting held on 29<sup>th</sup> January at 8 High Street, West Wickham 8.00 – 9.40 p.m.

#### Present:

Nick Salter (Chairman), Patrick Charlton, Marcus Cornish, Nicky Cornish, Louise Salter, Jane Scheuer, Alex Schuilenburg, Brian Upton and Peter Grieve.

#### Apologies:

Sue Harrow, Simon Keen, Kathy Pelling.

#### 1. Review of Actions since last meeting (AGM)

The Chairman reported on action taken arising from the Annual General Meeting held on 16<sup>th</sup> September 2012:

- Cords on Blinds – hooks have been installed so that they can be hung out of the reach of children
- Lighting – an electrician had visited with the idea of providing an estimate for the work required but had since been impossible to contact. Marcus Cornish suggested an alternative electrician who did work for the church (Harnwell Electrical)
- Storage – The majority of the items stored were used so it was not easy to see what could be removed (with the possible exception of the floor cleaner). Brian Upton and Peter Grieve were asked to check to see if there were any improvements/rearrangements that could be made.
- Painting – at the AGM it had been agreed that the Hall was in need of painting and that a picture rail should be erected. There was a need to progress this
- Flag – It was agreed that the Union Flag should not be permanently flown but that it should be stored in the Hall in a locked container and flown on special occasions. The Bunting used for the Jubilee was already stored in the Hall.
- Fees for parties from outside the village had been raised in accordance with the decision taken at the AGM
- Inspection by surveyor/architect to assess works needed – still to be arranged. It was noted that the Trust had a full repairing lease and should not therefore expect assistance with maintenance from the Parish Council. Therefore there was a need to put by sufficient funds each year with the likelihood of major items needing repair or replacement in future years

#### 2. Chairman's Update

The Chairman reported that an electricity contract had been entered into with Npower for a period of two years at the rate of 10.52p per unit. Under the previous contract EDF had been charging VAT

A new bank account was in the (lengthy) process of being set up with Lloyds TSB.

The form seeking a nil rate Council tax had been submitted, as had the relevant form for the Performing Rights Society.

### 3. Bookings / Invoices

The following matters were raised:

- The need for the calendar to be kept up to date, and the terms and conditions to be displayed on the website
- Two bookings to note for 2013 – Election on 2<sup>nd</sup> May and Big Village Dig 13/14<sup>th</sup> July
- Another attempt was being made to set up a zumba class
- Louise Salter was taking over as Bookings Secretary from Kathy Pelling, who had indicated at the AGM that she wanted to hand over the role. The handover would take place at the next Committee meeting in May.

### 4. Health and Safety

Patrick Charlton had emailed to members of the Committee the Health and Safety Policy and Fire Policy for the Hall

Arising from these documents it was:

- Stressed that Health and Safety was the responsibility of the Trust but that users also had a responsibility to act safely and report problems where appropriate
- Agreed that these documents should be circulated to regular users and placed on the website showing who to contact if there was any concern and that a sign also giving this information be displayed in the hall

- Questioned whether there should be smoke alarms in the hall

#### 5. Updates from club representatives

The comments from representatives of the Bowls, Gardening and History clubs were noted. It was considered that all the clubs could do with a bit more of a mention on the website, particularly for those clubs wanting to attract more members and to advertise forthcoming events. These included the Big Dig, being organised by the History Club and the Gardening Club's Plant Sale and Annual Show (18<sup>th</sup> May and 10<sup>th</sup> August respectively).

It was understood that the Karate Class and Aido were thriving . No-one from the pre-school was present.

#### 6. Fundraising

Louise Salter and Nicky Cornish reported that there was now a small group who had begun to come up with some ideas for fundraising events in the Village on behalf of the Village hall, Church and Playground. These included a Barn Dance, Coffee Morning, Easter egg hunt and wine and nibbles at Manor Farm, for which dates had already been agreed. Other ideas included open gardens, a talent show, a week-long festival, a 100 club, and a Christmas Lunch.

#### 7. Website

The Committee considered whether adverts could be included on the website and agreed that only adverts from local people could be included. In addition to the terms and conditions of booking and the Health and Safety policies it was agreed that a list of keyholders should also be on there.

#### 8. Date of Next Meeting

9<sup>th</sup> May 2013 at 8.00 p.m. at 8 High Street