

West Wickham Village Hall Trust

Minutes of the Annual General Meeting – 16th September 2011 – 8.00 – 9.20 p.m.

Present:

Nick Salter (Chairman), Patrick Charlton, Martin Clark, Paul Donert, Simon Keen, Jane Scheuer, Alex Schuilenburg and Peter Grieve

Apologies for Absence

Marcus Cornish, Jo Jackson, Di Licence, Andrew Morris and Kathy Pelling

1. Minutes of the AGM – 29th October 2010

Approved as a correct record

2. Matters Arising

Reference was made to certain issues which had been discussed by the Management Committee but which remained to be resolved. These included:

- **Health and Safety** – The Chairman had been discussing this issue with South Cambs District Council, who required the Trust to meet certain conditions relating to Health and Safety. It was noted that in response to this, a draft H & S Policy had been prepared by Patrick Charlton which would in due course be posted on the web site and notified to user groups. A poster had been erected in the kitchen and an accident book was available. A programme of routine checks of items of equipment needed to be prepared.
- **Electricity Costs/Solar Power** – Electricity costs had increased dramatically and there was a need to investigate the best way of addressing this problem. The Management Committee had discussed the possibility of erecting solar panels. It was understood that currently there was a scheme to encourage people to erect solar panels but that this would end on 31st March 2012. The Chairman indicated that he was looking into this matter in consultation with Martin Kerslake who had expertise in this area. The other suggestion for reducing costs was the installation of infra-red sensors to detect when the building was empty and reduce the temperature accordingly.
- **Maintenance Issues** – Many of the outstanding maintenance items had been dealt with during the year. The main outstanding matter was servicing of the heating system. Other future items included: painting of internal walls; mending the chair holder; replacing light diffusers; provision of a sign at the front of the Hall. Other issues discussed included garden maintenance (for which the gardener had not yet been paid) and the need to trace missing padlocks for the rear car park.
- **Queens Diamond Jubilee / Fundraising ideas** – No fundraising had been undertaken during 2010 and it was felt attention should be given to raising funds in the coming year. The Management Committee were hoping to co-opt another member of the Committee who would be responsible for fundraising but in the meantime ideas would be welcome. One such was to establish a “100” club.

In the past the main source of fundraising had been the Village Fair, but in recent years the Fete had been held at Manor Farm in aid of the church. The PCC had chosen not to hold a fete in 2012. In the coming year there were plans to celebrate the Queen's Diamond Jubilee in June, and Di Licence, who had given her apologies for this meeting, was forming a Committee to organise the events over this Bank Holiday weekend. It was agreed that the Village Hall Trust would support this Committee by being represented on it and also naturally by making the Hall available for events. However the focus of the Jubilee event would not be fundraising. As there was not going to be a fete for the benefit of the Church in 2012, it was agreed that the Village Hall Management Committee should organise an equivalent event for September 2012.

3. Chairman's Report

The Chairman circulated a report summarising the activities in the Hall during 2010/11. He referred to:

- * The small loss made during the year, mainly due to the increased electricity costs
- * The resurfacing of the car park
- * The continuing regular use by local clubs, the pre school, the KenYuKan club and a karate club
- * The new members and roles within the committee
- * The new website with information about the Hall and other community matters
- * The arrangement with Richard Grenville to carry out maintenance tasks as required
- * Appreciation to Nadine Warner for her excellent work in keeping the Hall clean.

4. Reports of User Groups

The activities of four of the groups who regularly used the Hall were noted. These included the History, Gardening and Carpet Bowls Clubs, and the KenYuKan club, all of which were continuing successfully.

The Daisy Chains Pre-School had not submitted a report but it was hoped they would make a report at a later date.

The reports submitted can be viewed as an attachment to these minutes.

5. Acceptance of Accounts 2010/2011

Paul Donert, the Treasurer of the Trust circulated a financial statement of income and expenditure for 2010/11 and a balance sheet as at 31st March 2011. Some very minor figures had not yet been finalised.

The income from charges had increased considerably because of increased usage, but costs had increased even more and so, taking into account depreciation, a small loss had been made in the year. In view of the age of the Hall, the need for fundraising was ever greater, because it was important to create a reserve fund to meet the costs of repairs.

It was noted that in the current year (2011/12) there would be a greater loss because the cost of improving the car park would fall in that year. It was hoped that this loss would be somewhat offset by whatever fundraising was done together with a greater income from charges which had been increased from 1st April 2011.

Subject to the Chairman's approval of the finalised version of the accounts, they were formally accepted.

6 Representatives and Committee Members

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

The following people were elected as officers on the Committee:

- Nick Salter – Chairman
- Marcus Cornish – Vice Chairman
- Paul Donert – Treasurer
- Kathy Pelling – Booking Secretary
- Peter Grieve – Minutes Secretary
- Simon Keen – Invoicing Secretary

Alex Schuilenburg offered to continue to manage the website but not as a member of the Committee

The meeting ended at 9.20 p.m.