

West Wickham Village Hall Trust

Minutes of the Management Committee Meeting held on 16th June 2011 at 8 High Street West Wickham. 8.00 – 9.00 p.m.

Present: Nick Salter (Chairman), Marcus Cornish, Patrick Charlton, Sue Harrow, Peter Grieve and Simon Keen

Apologies Kathy Pelling, Jane Scheuer, Jo Jackson

1. Membership

It was noted that Patrick Charlton had been appointed by the Parish Council to replace Malcolm Cameron. Sue Harrow was representing the Pre School at this meeting in the absence of Jo Jackson.

2. Financial Issues

It was considered desirable for a member of the Committee to take responsibility for issuing invoices. Simon Keen volunteered to fill this role and act as Invoicing Secretary.

The current approved cheque signatories were outdated. It was felt simpler to close the bank account and open a new one with new signatories, who should be any two of the Chairman, Treasurer and Invoicing Sec.

The treasurer was currently investigating the benefit of paying electricity bills by direct debit.

The Cambridge Building Society Account stood at £18000, but only paid a very small amount of interest.

Petty Cash was in order and Paul Donert was now had all information required to prepare end of year accounts

3 Actions arising from meeting held on 17th March 2011

- * Football Club – The team had now decided to join Haverhill Rovers, so the issues relating to the Aido Club were now resolved. Outstanding payment for the use of the Hall had been made and in fact the Club had used the Hall for their end of season awards session. It was to be regretted that the football field was no longer to be used, but the outcome was satisfactory in other ways
- * Website – Helen and Alex Schulenburg had set up a website (www.westwickham.org). It could already be used to make bookings and it was felt that it could be extended to other village activities. The Preschool already had their own website but the other Hall users should be asked if they wished to have a link (ie

Gardening, History and Bowls Clubs). Another potential use of the site could be for the Parish Council to carry out a survey. It was recognised that it was important to keep the site updated.

- * Fees Review – it was agreed that discussions should be held with the preschool later in the year when September numbers were known
- * Car Park – Resurfacing had been done and there had been many positive comments.
- * Energy Costs –this matter needed to be pursued further and should remain on the agenda. The Chairman indicated that he would be looking in to the possibility of installing an infra red sensor. Heating had been left turned up by one user recently and it was felt that during the summer the heating could be switched off.
- * Adequacy of Insurance cover – checked OK

4 Maintenance List

It was noted that one of the outside steps was loose again.

Future consideration needed to be given to replacement of light casings

5. Bookings

The new Karate Club was now meeting regularly on Tuesday evenings

6. Health and Safety

The District Council had sent out a Health & Safety questionnaire which the Chairman was completing.

It was agreed that we should maintain a programme of checks which need to be carried out on a regular basis (eg PAT testing, Fire Alarms)

Marcus Cornish said he would inform the Committee on what the Parish Council had done with regard to H & S checks.

Other relevant issues were the possible need to maintain an accident report book and a First Aid Box

7. Fundraising

Bearing in mind the need for future expenditure on the maintenance of the Hall, and the rising energy costs, it was recognised that there needed to be a fundraising effort in the near future.

Initial discussions covered the forthcoming Diamond Jubilee for HM the Queen in June 2012, the introduction of a 100 Club with prizes and the production of a West Wickham Xmas Card. It was also suggested that a fundraiser could be co-opted onto the Committee.

It was agreed that this matter should be included on the agenda for the AGM on 15th September.

8. Any Other Business

- * All keyholders were known
- * There had been a complaint about a noisy party in the Hall, especially when people were leaving and it was agreed that a sign asking people to leave quietly should be put up in the lobby
- * The chairman said he would obtain a quote for treatment of the floor, which would give an indication of the future expenditure when it became necessary

9. Next Meeting

AGM 15th September 2011