

West Wickham Village Hall Trust

Minutes of the Management Committee Meeting held on 17th March 2011 at 8 High Street west Wickham. 8.00 – 9.30 p.m.

Present: Nick Salter (Chairman), Marcus Cornish, Jo Jackson, Kathy Pelling, Jane Scheuer, Malcolm Cameron, Peter Grieve and Simon Keen

1. Actions arising from meeting held on 11th January 2011

- * Harry Hall Shield – Still to be done. Richard Grenville will be requested to erect it shortly
- * Future Maintenance – The arrangement with Richard Grenville for carrying out maintenance work was working well (see 2 below)
- * Football Club – The Chairman had had further discussions with the Aido Club who had indicated there were still problems, including tapping on the windows, use of the front car park and use of the kitchen for changing. The Committee felt that although they wished to support the football team's activities, the Aido club must have priority. Unless action was taken by the football club to overcome the problems and adhere to the signed agreement, the Committee would have to withdraw the permission for the football club to use the Hall. The Chairman was following this matter up with the football club.
- * Website – The creator of the preschool web site, Debbie Patten, was no longer in the village. All members of the Committee were asked to find a possible willing designer and notify the chairman.

2. Maintenance List

Jobs done included replacement guttering and downpipe and repair to outside steps. (It was felt that in the long term some work to try and prevent these steps getting damaged again would be worthwhile).

Jobs to be done included repairs to loose tiles, replacement of retaining hooks on front door, repair of the chair holder and repair to the bolt on the door to the storeroom.

The signboard in front of the Hall had been removed. Further consideration would be given as to whether it should be replaced.

3. Bookings Update

A new regular booking had been made by a Karate Club. This would be on Tuesday evenings from 3rd May. Currently the Parish Council met on a Tuesday bi-monthly but it was possible that they could revert to Mondays after the

elections. There were also 2 new badminton users. A request had been made to borrow the tea urn. This was agreed in return for a small donation.

4 Fees Review

Kathy Pelling had prepared a revised fee structure, increasing the charges by approximately 20%. The Committee discussed the implications of this for all types of user, including the Bowls, History and Gardening Clubs.

In relation to the Pre School, the impact would be monitored bearing in mind their fluctuating finances. For Pre School fundraising events, fees would need to be negotiated taking into account the effect on the viability of the event and the need for the Village Hall to benefit also. (Chairman to discuss with Pre School)

5 Car Park Options

As requested at the last meeting, Marcus Cornish had agreed to obtain 3 quotes for resurfacing the car park. After discussion with contractors, they had advised that the surface run-off would not be sufficient to require special drainage. The natural run-off would in the main go to the High Street and thence into highway drains. The camber of the car park would take 2/3 of the remaining run-off towards the access road and the remainder towards the houses to the north-east.

The Committee felt that it was desirable to have the car park resurfaced at a reasonable cost and agreed to accept the lowest quote of £4875 + VAT from Anglia Surfacing but in doing so asked for the camber to be adjusted in order for a greater proportion of the run-off to go towards the access road.

6 Energy Costs

At the last meeting, the Committee had discussed the possibility of entering into a scheme whereby an electricity company rented roofspace, erected solar panels which would provide enough (free) electricity for the Village Hall with the surplus being taken for the National Grid. Kathy Pelling had discussed this issue with Martin Kershaw, who had expertise in this field. It was not clear whether these schemes were now available. It was considered that Martin should be invited to talk to the Committee at the next meeting.

7 Preparation for Financial Year End

The financial year end was on 31st March and invoices to users needed to be sent out.

8 Any Other Business

It was noted that the National Lottery and Charity Commission had completed their annual check on the activities of the Trust, and were satisfied, and that necessary permission from the performing rights society for parties and other events had been received.

Issues to be followed up included :

- * Adequacy of insurance cover
- * Electricity costs
- * Football club activities

9 Next Meeting

Thursday, 16th June at 8.00p.m. at 8 High Street