

West Wickham Village Hall Trust

Minutes of the Annual General Meeting – 21st September 2012 – 8.00 – 9.50 p.m.

Present:

Nick Salter (Chairman), Patrick Charlton, Tina Daniels, Paul Donert, Sue Harrow
Simon Keen, Kathy Pelling, Justin Plumb, Jane Scheuer, Alex Schuilenburg and Peter Grieve

Apologies for Absence

Martin Clark, Marcus Cornish and Brian Upton

1. Minutes of the AGM – 16th September 2011

Approved as a correct record

2. Matters Arising from AGM and Management Committee 10/5/12

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

- **Cords on blinds** at fire exits considered to be a danger to children. Hooks to be installed to ensure they can be kept out of reach of children.
- **Lighting** - outside light currently not operating properly and one of the hall strip lights needed replacing
- **Heating** – all three fans had been replaced so the heaters were now all working. However timer was not working properly and needed to be repaired / replaced. In the meantime users were asked to turn down thermostats after use.
- **Electrical checks** – It was considered that a check on the Hall's electrical systems should be made in the near future and this should be done on a regular basis as part of the Health and Safety policy - see below). The electrical work referred to above could be combined with a forthcoming check.
- **Storage Area** - This was overcrowded and needed to be reorganised to maximise accessibility to equipment as safely as possible. It was agreed that a clear out and tidy up of the storage area should be held and user groups were asked to remove items which were no longer used. In addition the Aido (Ken Yu Kan) club wanted to install a shelf for their use. Within the storage area, the **floor cleaner** was stuck at the back in a completely inaccessible position and there was a need to check whether it still worked and was needed.
- **Painting of Hall (inside)** – It was agreed that the main hall was in need of painting (particularly the lower portion). In discussing the need for painting it was suggested that a picture rail could be erected which could be used for exhibitions etc. This would mean that the upper and lower sections of the wall could be treated as separate. Tom Licence was to be approached re the picture rail

- **Outside the hall** – The flagpole was now not now considered to be a hazard. There was a need to check the guttering. Bunting from the Jubilee / Olympics needed to be removed. The gatepost at the top of the steps at the rear of the hall was split.
- **Fundraising** – The involvement in the Jubilee barbecue and bar had proved successful from a fundraising point of view. This had been greatly assisted by the donation of the meat by John Hughes. Di and Steve Licence and Justin Plumb had offered to run a quiz later in the year, although money raised from this would be put towards the playground improvements rather than the Hall.
- **Health and Safety** – Patrick Charlton was preparing an overarching policy statement which would encompass those of other user groups (particularly the Pre-School) and state the Trust's intention to provide as safe an environment as possible. It would also draw attention to the regular electrical and fire alarm tests and fire risk assessments. When finalised it would be published on the website and users would be reminded of its contents when making bookings. In discussing Health and Safety, it was also agreed to carry out regular PAT testing to electrical equipment in the near future and then every three years, and Alex Schuilenberg agreed to do the forthcoming testing of equipment.

3. Bookings Update

During the year the major users had been the Daisy Chains Preschool, the Ken Yu Kan club, the carpet bowls club and Karate classes. The Zumba sessions had been regular and although temporarily stopped were thought to be about to resume. Gardening and History clubs used the Hall on a monthly basis. It was noted that the Yoga classes had ceased after having problems with the heating.

Kathy Pelling reported on a recent party booking from outside the village which had entailed numerous visits and preparations in advance. **It was agreed that the booking fee for parties from outside the village should be increased from £90 to £150, with access being granted from 12 noon on the day. It was also agreed that the fee for wedding receptions should be increased to £250.**

Kathy Pelling reported that she had held discussions with Katie Binks about taking over as booking secretary, but this had not been finalised. The Chairman thanked Kathy for her work as booking secretary over the years.

4. Chairmans Report

The Chairman circulated a report summarising the activities in the Hall during 2011/12.

It was noted that despite increased bookings, expenditure on the car park meant that the hall had made a loss in 2011/12. Without this major item of expenditure, the Hall would have made a profit.

The Chairman thanked the people who had helped in the running of the hall during the year, including Patrick Charlton who had produced the Health and Safety policy, members of the Committee and West Wickham SODS who had helped run the barbecue and bar at the Jubilee, Richard Grenville for carrying out various maintenance jobs and Nadine Warner for keeping the Hall in good condition.

The Chairman's report would be included on the website, which continued to provide a professional web presence for the Hall and was maintained by Alex Schuilenberg.

5. Reports of User Groups

The activities of all of the groups who regularly used the Hall were noted. These included the Daisy Chains Preschool, the History, Gardening and Carpet Bowls Clubs, and the KenYu Kan club, all of which were continuing successfully.

It was noted that although numbers were up at the preschool, sessions were down which meant that Daisy Chains would need their usual discounted pre-Christmas rate. They were planning four fundraising events – bingo night, Christmas fayre, quiz and jumble sale.

6. Acceptance of Accounts 2011/2012

Paul Donert, the Treasurer of the Trust circulated a financial statement of income and expenditure for 2011/12 and a balance sheet as at 31st March 2012.

There had been a small rise in income and electricity costs had been reduced but because of the major expenditure on the car park, there had been a loss of £3070. However the Hall's cash in hand was in excess of £30,000.

In discussing the accounts, the meeting noted:

- The need for a more planned timetable of major maintenance expenditure on the building. It was agreed that there should be an inspection of the building by a building surveyor in order to draw up such a plan and put aside whatever sums may be needed
- That a sum was included for depreciation of equipment on the basis of a 10% reducing balance
- The probability that in 2012/13 the Hall should make a surplus
- The necessity of informing the Parish Council of maintenance matters and the financial position of the Hall. (Once signed off, accounts to be submitted to the Parish Council)
- Need to look at the possibility of making balances produce more income

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

7. 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 Brian Upton (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 (subject to possible future handover)
- Peter Grieve – Minutes Secretary
- Simon Keen – Invoicing Secretary

Alex Schuilenburg confirmed that he would continue to manage the website but not as a member of the Committee

8. Any Other Business

Kathy Pelling suggested that the successful event on the Jubilee weekend could be repeated in 2013, limited to the Band, Bar and Barbecue. It was agreed that this would be held (provided the Band could be booked) on 22nd June. Offers of assistance were made from various quarters. Simon Keen agreed to co-ordinate the arrangements for band, bar and barbecue.

The meeting ended at 9.50 p.m.