# West Wickham Village Hall Trust

**Minutes of the Annual General Meeting – Friday, 11th October 2013 – 8.00 – 9.40 p.m.**

**Present:**

Nick Salter (Chairman), Marcus Cornish, Paul Donert, Simon Keen, Louise Salter, Alex Schuilenburg, Brian Upton and Peter Grieve

# Apologies for Absence

**Patrick Charlton and Jane Scheuer**

**1.Minutes of the AGM – 21st September 2012**

## Approved as a correct record

**2. Matters Arising from AGM and Management Committee 9/5/13**

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

* **Cords on blinds** hooks had been installed to ensure they can be kept out of reach of children.
* **Lighting** – new lighting had been installed in the Hall and other necessary repairs carried out. It was to be expected that lighting would need to be renewed every 10 years
* **Heating** – the heating system was now operating satisfactorily
* **Electrical checks –** PAT tests etc had been carried out in conjunction with the lighting installation
* **Storage Area** – Additional shelving had been installed. The area remained rather crowded. One item which could be removed (either to be disoposed of or sold on eBay) was the floor polisher, which was broken and had not been used for many years.
* **Painting of Hall (inside) – A** quote had been accepted for the painting of the inside of the Hall and the erection of a picture rail. A date for the work to be done needed to be arranged
* **Health and Safety –** A Health and Safety Policy was now in place and on the web site. An audit had been carried out recently with no issues of concern. It was agreed that the Fire Drill notice should now be changed to indicate the nearest phone as No. 1 Home Close, rather than Mr and Mrs Jolly’s.

**3. Bookings Update**

In addition to the previously existing regular users there was now an established Karate Group and an Art Group, plus plenty of casual sports use. Booking fees had been raised so income from hire of the Hall had improved. The major users continued to be the Pre School who were benefiting from their usual discount while numbers were low in the autumn term.

Louise Salter had taken over as Booking Secretary from Kathy Pelling during the year. Keys were now a vailable from a key safe, thus not having to rely on personal handover every time the Hall was booked.

Paul Donert indicated that he would investigate the possibility of claiming gift aid for major outside bookings, treating the fee charged for parties etc as a charitable contribution rather than a fee.

Nadine Warner had offered to write up an inventory of equipment available for hirers of the Hall, including taking photographs for the website. This was considered to be useful for hirers.

**4. Maintenance Update**

The following matters were raised:

* There remained a need to arrange a survey of the Hall in order to check on future maintenance requirements and long-term costs.
* The floor had not been re-sealed since the Hall was built. Brian Upton agreed to obtain quotes for this work in the new year.
* A user had drawn attention to the very regular automatic flushing in the men’s lavatories and questioned whether this was a waste of water
* Some of the square tables were thought to be wobbly and liable to collapse, even with wooden supports installed. Need to consider possible replacement.
* There was a need to check all the keys in the key safe kept in the Hall . Recently the preschool had been unable to use the key to unlock the bollard in the rear car park
* Two prongs of the chairholder had now snapped off. Marcus Cornish agreed to arrange for the chairholder to be repaired.

**5. Chairmans Report**

The Chairman circulated a report summarising the activities in the Hall during 2012/13.

A copy of the report would be included on the website, along with these minutes.

**6. Reports of User Groups**

Representatives of the Gardening, History and Bowls clubs reported briefly on the activities of their groups during the year. There was no-one present from the Pre School or KenYuKan club.

In considering the reports of these groups, who all appointed representatives to the Management Committee, it was suggested that other groups who regularly used the Hall (such as the Karate group) should be encouraged to appoint representatives also. This was agreed.

**6. Acceptance of Accounts 2012/2013**

Paul Donert, the Treasurer of the Trust circulated a financial statement of income and expenditure for 2012/13 and a balance sheet as at 31st March 2013.

It was noted that there had been an excess of income over expenditure of £2141. The majority of the income was generated from hire charges and this had been supplemented by fundraising activities. A fundraising event in the current year – a ceilidh – had already been held and ideas were being sought for another event during 2014 (possibly a disco).

The meeting formally approved and adopted the accounts.

It was noted that copies of the accounts would be forwarded to the Parish Council, and to the Charity Commission.

# 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 Pre School was also represented on the Committee, currently by Sue Harrow.

Nick Salter, Louise Salter and Simon Keen were all elected members of the Committee.

The following people were elected as officers on the Committee:

* Nick Salter – Chairman
* Marcus Cornish – Vice Chairman
* Paul Donert – Treasurer
* Louise Salter – Booking Secretary
* Peter Grieve – Minutes Secretary
* Simon Keen – Invoicing Secretary
* Alex Schuilenberg – Website manager

The meeting ended at 9.40 p.m.