**West Wickham Village Hall Trust Management Committee**

**Minutes of a Meeting held on 24th April 2014 at 8 High Street, West Wickham 8.00 – 9.45 p.m.**

**Present:**

Nick Salter (Chairman), Patrick Charlton, Marcus Cornish, Sue Harrow, Abby Lucini, Simon Keen, Louise Salter, Jane Scheuer, Alex Schuilenburg, Brian Upton and Peter Grieve.

**Apologies:** Jaydee MacNamara

1. **Review of Actions since last meeting**

The Chairman reported on action taken arising from the meeting held on 30th January 2014:

* Survey to check on future maintenance – still to be arranged
* Re-sealing of floor. See below.
* The automatic flushing toilets in the men’s toilets. No longer a problem.
* Wobbly tables –Sue Harrow had looked through catalogues for replacements but had not yet found anything suitable
* Marcus Cornish reported that repairs had been carried out to the chair holder
1. **Chairman’s Update**

The Chairman reported that:

* It was now the end of the financial year and the Treasurer would need all invoices and receipts in order to finalise the accounts in time for the AGM in September (SK/PD)
* Insurance cover would need to be renewed in the near future so quotes would have to be sought.
1. **Flooring**

Brian Upton had obtained quotes from four companies for the resurfacing / sealing of the floor. He circulated a detailed comparison of the four quotes and the Committee **agreed** to accept the lowest quote, of Courtship, which was a national company and an approved contractor for the majority of floor manufacturers. It was also **agreed** that the quote accepted should include the lines for both badminton and short tennis (as present) and a contingency sum of £100.

It was noted that the work was likely to take 3 days. Brian Upton was asked to confirm with Courtship the Committee’s acceptance of the quote and agree with the Company when the work would be done (ideally in the summer holidays after 23/7/14). It was important that users be given as much notice as possible of the timing of the work.

1. **Bookings / Invoices**

Use of the Hall remained steady with a number of children’s parties having been booked. The Art sessions were now not being held in the hall and Yoga was not continuing. In relation to invoices, these were down in comparison to last year because of the concession made to Daisy Chains. Simon Keen reported that petty cash was low.

1. **Health and Safety**

It was noted that a health and safety check was due to be carried out shortly. At the last meeting it had been agreed that it was desirable for a security porch light to be fitted under the archway to provide light on the steps and door for those entering and leaving the building. The Chairman agreed to progress this.

1. **Updates from club representatives**

The comments from representatives of the Bowls, Gardening and History clubs were noted, including the forthcoming plant sale for the gardening club and the still-awaited report of the “village dig” for the history club. Users were experiencing one problem with a blind that was sticking. Marcus Cornish suggested that his son, Barnaby, would be able to give advice on repair or appropriate replacement of the blinds.

The Daisy Chains Pre-school representatives reported on their current financial situation, which remained serious but provided some hope for the longer term sustainability, because the existing children were very young and would continue to attend next year, and numbers were likely to increase. The Pre-School was continuing to try and boost numbers and to raise funds. Three “Stay and Play” sessions had been fixed for the summer holidays. Fund raising activities included two pudding nights and the forthcoming Jumble Sale on 10th May. A grant of £600 had been received from the Windfarm fund.

The representatives said that the concession on charges for the Village Hall up until Easter had been very helpful, and requested that charges be reduced by 50% for the summer term, with the Pre-school paying monthly. This was **agreed,** but it was emphasised that it would be necessary to revert to the previous arrangement for charging from the start of the new school year.

1. **Fundraising**

No progress had been made in planning any fundraising event for the Village Hall, and there was a vacancy on the Committee for an individual who was prepared to take on this responsibility. It was suggested that if a fundraising event were to be held, one large event would be preferable to a number of small ones. The Committee also discussed whether it would be better to aim to become self-financing without any reliance on fundraising. It was agreed that, in the light of this, a review of charges should be carried out at the next Committee meeting with a view to making a recommendation to the AGM in September.

1. **Web Site**

Alex Schuilenberg reported that the domain of the village web site had been renewed for another 5 years and that the site continued to grow slowly. The most popular item on the website was the Village Voice but it was noted that there were continuous attempts to try and hijack it for fraudulent purposes. Alex re-emphasised the importance of updating as frequently as possible. New information results in a surge of hits.

1. **Any Other Business**
* The Chairman reminded the Committee that Paul Donert had given notice that he would wish to stop being the Treasurer at a point in the future and that it was important that someone was available to take his place when the time came. He indicated that he would be doing an item for the Village Voice with regard to this issue.
* The existing savings account for the Village Hall contained some £18000. There was a need to investigate how this could be invested more profitably.
* It was noted that consideration was being given to the organisation of a First Aid course in the Hall
1. **Date of Next Meeting**

Thursday 17th July 2014