

West Wickham Village Hall Trust Management Committee

Minutes of a Meeting held on 21st January 2020 at 41 Burton End, West Wickham 7.30 -10.00 p.m.

Present: Trevor Hall (Chairman), Di Licence, George Magin, Brian Marshall, Andrew Morris, Alex Schuilenburg, Brian Upton and Peter Grieve.

Apologies: Sue Harrow and Nicci Trudgeon

1. Minutes of Management Committee 24th June 2019 and AGM 7th October 2019

The minutes of the above meetings had been circulated to members of the Management Committee. The Chairman's report submitted to the AGM had not been attached to the minutes, nor displayed on the web site so it was agreed that this omission should be corrected.

2. Management Committee / Constitution

The Constitution required that a representative of each of the user groups should sit on the Hall's Management Committee. One of these was the 'Social Club', which had not existed for some years, but it was felt that the organisers of the recently established Hub Nights had effectively fulfilled this function and should be represented on the Committee. As **Nicci Trudgeon had agreed to be co-opted** on to the Committee to fill the vacancy for elected members.

It was agreed that the Constitution could be submitted to the Charity Commission unchanged.

There was also a vacancy for Vice Chairman of the Committee and it was agreed that **Alex Schuilenburg should be elected to this position.**

The full membership of the Management Committee was **confirmed** as follows:

Chairman: Trevor Hall

Vice Chairman: Alex Schuilenburg (Parish Council rep.)

Treasurer: Brian Marshall

Minutes Secretary: Peter Grieve

Booking Secretary: Georgina Magin

User Representatives: Carpet Bowls - Brian Upton; Gardening Club - Peter Grieve; Local History - Andrew Morris; Pre-school - Sue Harrow; Di Licence (Parish Council rep). The four elected members were Trevor Hall, Brian Marshall, Georgina Magin and Nicci Trudgeon.

3. Bookings / Rates of Hire

At the AGM a new schedule of hiring rates had been approved to take effect from 1st April 2020. This was reviewed to take account of some anomalies and the circumstances and requirements of regular users.

The Committee:

- Noted that the most recent increase in rates had been for casual sports hire and that this should remain at £8 per hour
- **Agreed** that the Pre-school would require continuing discounted rates in order to remain viable
- Noted that the Local History and Carpet Bowls Clubs were financially stretched at current rates of hire.
- **Agreed** that the cost of hire for the annual village gardening and produce show should be set at £60
- Discussed how the rate for the Kenyken club had been established. (It was thought this may have been subject to a specific agreement.)
- **Agreed** that the rate for adult parties and wedding receptions be not displayed on the web site, but marked as 'Price on application' and that the booking secretary be authorised to use discretion to vary the approved rate based on the usage proposed and set-up time required for the event.

It was agreed that the new schedule of prices as amended and attached to these minutes be approved to take effect from 1st April 2020.

The Chairman said that he would write to all regular users to inform them of the new rates.

4. Safety

The Chairman reported on electrical works that had been carried out by Cambridge Electrics in order that the Hall complied with electrical safety standards. Circuit breakers were required for all circuits and both fuse boxes in the Hall were to be replaced during the half term break when the pre - school were not using the Hall. A new safety certificate could then be obtained.

The Chairman also reported on the survey of emergency equipment and lighting and on the work required as a result. This included emergency lighting and lights at emergency exits, smoke sensors and an emergency pull in the disabled toilet.

The Committee approved all the necessary work that had been undertaken.

In discussing electrical equipment, it was noted that the time clock governing the heating in the small meeting room frequently threw its memory, requiring re-setting.

5. Banking

It was noted that the Chairman and Treasurer had an appointment at Cambridge Building Society the following day. It was proposed that this account be closed and funds transferred to the Lloyds account.

It was considered that the Treasurer should be able to use internet banking to make payments. An additional person apart from the Treasurer was needed to authorise any payment and it was **agreed** that this should be the Chairman, Trevor Hall, and in his absence the Booking secretary Georgina Magin.

A sum of £540 remained in the Santander account and it was proposed that this sum should also be moved to the Lloyds account.

6. Purchasing

It was agreed that in purchasing cleaning products etc environmentally acceptable products should be obtained - such as Ecover or equivalent and no aerosols.

Spokes on the Chairholder had been giving problems for a long time (two were currently broken). It was agreed that it should be replaced by purchasing two more of the table trolleys which would have the capacity for all chairs and be easier to manoeuvre. Sue Harrow had purchased the current table trolleys.

Ferrules on the chairs had been replaced but some were missing from the badminton net posts and there were seats in need of repair.

In view of the various items of expenditure that had been agreed at the meeting, it was questioned whether some budgetary planning was needed.

7. Cleaning

At the AGM some dissatisfaction had been expressed about the standard of cleaning. Theresa had been provided with a schedule of tasks but her hours were normally limited to just two hours a week - usually on a Sunday morning. The Committee discussed possible alternatives. A contract cleaning quote had been obtained and £300 per week was felt to be too high.

It was considered that Theresa's hours may need to be extended and the Chairman undertook to meet her to discuss this.

Users of the Hall were also expected to leave it in a state of cleanliness, as found.

8. Maintenance

There had been little response to the article in the Village Voice asking for volunteers to undertake maintenance tasks in the village hall. Another attempt to attract local support through the VV could be made by setting a date for the various tasks to be done at some time during the Easter holidays.

In relation to the painting work that was needed, it was noted that Peter Mizon had carried out some external work but had not submitted a bill. It was suggested he could be approached to do the internal works needed in the kitchen, toilets, hall area and under the dado rail in the main hall.

A crack had appeared internally in the kitchen wall but the cause was not yet known. Overall it was thought advisable to obtain another condition report. Paul Donert, the former Treasurer, had arranged the last report in 2015 and could supply the details of the surveyor who had provided it. The Chairman said he would speak to Paul about this.

9. Hall Improvements

- (a) **CCTV** In view of past instances of vandalism at the hall it was considered that CCTV cameras should be installed. Two were suggested - one at the storeroom entrance and another at the rear of the building. Alex said that the cost would be in the region of £120. He would email a specification of the system to the Committee
- (b) **Defibrillator** It was suggested that a defibrillator could be obtained and fitted to the side of the building. Alex would apply for a grant for this.
- (c) **Loop System** Brian Upton reported on investigations into various loop systems, including consultation with a contact in Suffolk social services. It was necessary to decide what area of the Hall was to be covered by a system and he suggested that we should 'test drive' a couple. The options included a portable loop system or small public address. It was noted that two people in the village, Ian Trudgeon and Grant Ireland had expertise in this area and could also be asked for their advice.
- (d) **Lighting** Quotes were being obtained for replacement of all ceiling lights and dimmable wall lights. The possibility of obtaining grants for this needed to be investigated
- (e) **Heating System** Investigations had previously been carried out into the feasibility of replacing the heating system with an air source heat pump. Ground source, electric convectors on the existing circuit and photovoltaic were other options that needed to be looked at. The current system was 20 years old and although functional was obsolete and therefore no spare parts were available.

10. Any Other Business

- **Agreed** that a key to the rear car park be provided to Rob Giles who had the contract for mowing the playing field
- **Noted** that allotment holders had paid £100 towards water rates
- **Noted** that a drawer had been replaced in the kitchen
- **Supported** the idea that cycle racks could be erected adjacent to the hall.