

West Wickham Village Hall Trust Management Committee

Minutes of a Meeting held on 5th March 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, Nicci Trudgeon, Sue Harrow

Apologies: Peter Grieve, Brian Upton and Diane Hazlehurst

1. Minutes of Management Committee 21st January 2020

The minutes of the above meetings had been circulated to members of the Management Committee. The minutes were amended and signed as a true record of the meeting

2. Management Committee

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 Committee', which had not existed for some years. Diane Hazlehurst has agreed to represent the new Social Committee on the Management Committee.

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

Chairman: Trevor Hall (Elected)

Vice Chairman: Alex Schuilenburg (Parish Council rep.)

Treasurer: Brian Marshall (Elected)

Booking Secretary: Georgina Magin (Elected)

Nicci Trudgeon (Elected)

Di Licence (Parish Council rep).

Minutes Secretary: Peter Grieve

User Representatives:

Carpet Bowls - Brian Upton

Gardening Club - Peter Grieve

Local History - Andrew Morris

Pre-school - Sue Harrow

Social Committee – Diane Hazlehurst

A signed list of Committee Members will be entered into the Minute file.

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:

- Further reviewed the proposed rates and decided to reduce the proposed whole hall hire rate for evening hire from £20 to £18 per hour
- The childrens party rate is to apply for parties for children **under** 14 years of age
- The hall hire Terms and Conditions to be reviewed – Chairman to circulate a draft

The revised rates are attached to these minutes be approved to take effect from 1st April 2020.

The Chairman advised that the regular users of the hall are aware of the revised rates and it has been agreed that agreed annual fees are now in place for clubs who will make equal quarterly or monthly payments

4. Safety

The Chairman reported that all electrical works that had been completed by Thompson Electrical in order that the hall complied with electrical safety standards and a new Record of Inspection has been issued. The Insurers have been informed and the outstanding issue has been closed.

The replacement of the power distribution board has highlighted a non-urgent issue with the two heaters in the northeast corner of the hall which are switched off. Thompson Electrical are attending on 13th March to investigate.

5. Banking

The Treasurer now has access to the Cambridge Building Society account and the bulk of it has been transferred to the Lloyds account. The Chairman and Treasurer have an appointment at Cambridge Building Society on 6th March to close the account. There was £41,592.89 in the Lloyds account on 20/2/20.

With outstanding payments to be made and income due for payment the uncommitted money in the bank amounted to £39,396.06

Chairman is to contact Lloyds and obtain on-line access to the account.

Now that the major essential maintenance repairs have been completed the need for a formal maintenance budget was discussed.

(NB The Chairman will circulate a proposed budget and will investigate having a Lloyds savings account to hold a reserve)

6. Purchasing

Two new trollies for holding the chairs have been purchased and put into use.

A replacement for the cooker in the kitchen is to be researched as the present one is very old. Whilst it is not used a great deal the electrician undertaking the repair work identified it as not being in perfect condition. S Harrow and D Licence to search for a replacement.

7. Cleaning

There are still some improvements to be made to the cleaning of the hall and the Chairman will discuss this further with Theresa.

8. Maintenance

As there had been no response to the article in the Village Voice asking for volunteers to undertake maintenance tasks in the village hall. It has been decided to have an open day at the hall on Saturday 25th April for residents to come and offer their services for carrying out work. A list of tasks and times will be advertised in the Village Voice.

PAT Testing of appliances to be carried out during April maintenance day.

It was proposed that painting in the kitchen and toilets should be done professionally

The crack that had appeared internally in the kitchen wall has been filled and painted, there is no external indication of cracking.

Another condition report has been sought and Paul Donert, the former Treasurer, has been requested to arrange for the compiler of the last report to undertake this work.

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 (£40 for each camera and £20 per SD Card). The cameras would need to be provided with power supplies. It was agreed to proceed with this project. Alex Schuilenburg to manage it
- (b) **Loop System** Brian Upton provided a quote for a portable LOOP system with a cost of £348. The system requires a cable to be laid on the floor around the meeting. This proposal was questioned for its practical use. An alternative system had been seen by a committee member which combined a flat loop antenna and 2 speakers which appeared to be more practical. Further investigation to be carried out.
- (c) **Wi-Fi** Connecting Cambridgeshire have installed the Wi-Fi hub in the small kitchen and it is now working. Users will need to sign up to Connecting Cambridgeshire to be able to use it. Alex Schuilenburg will draft an article about it for the Village Voice
- (d) **Partition Screen** An offer to provide contact maintenance of the sliding partition has been received but the use of the partition is very low, and the offer was considered to be un-necessary.

10. Any Other Business

- The ACRE village Hall Survey was being circulated around the Committee Members
- Coronavirus notices have been posted on toilet doors and in the two Kitchens

Next Meeting 2nd June 2020 at 1930 Venue 49, Burton End