

West Wickham Village Hall Trust Management Committee

Minutes of a virtual meeting held on 6th October 2020 via Zoom 7.30 - 8.15 p.m.

Present: Trevor Hall (Chairman), Diane Hazlehurst, Di Licence, Georgina Magin, Brian Marshall, Alex Schuilenburg, and Peter Grieve.

Apologies for absence: Sue Harrow, Andrew Morris, Nicci Trudgeon, Brian Upton

1. Minutes

The minutes of the meeting held on 29th July 2020 were approved as a correct record.

2. Annual General Meeting

It was a requirement of the constitution that an Annual General Meeting be held in September each year or as soon as practical thereafter. However it was **agreed that in view of the current Covid 19 pandemic, the AGM be deferred until conditions were more suitable.**

3. Annual Financial Statement

The treasurer presented the financial statement of income and expenditure for the year ending 31st March 2020.

There had been increases in both income and expenditure. It was noted that there had been a significant difference in the expenditure on water but it was also noted that receipts included a donation from allotment holders.

Overall, there had been a net loss for the year after taking into account deductions required for restricted funds of £3085. The overall balances were £36,113 for General Purpose, £10,313 for designated funds and £43,682 for restricted funds, giving a total balance of £90,108.

The meeting **approved** the Accounts which were passed to the Chairman for signature and would be submitted to the Charity Commission.

4. Terms and conditions

In agreeing the new hire agreement at the meeting on 22nd July, the Committee had wanted reassurance on the requirement that the hirer was responsible for safeguarding of children on the premises (not the hall management). Brian Marshall was going to check the wording of this section.

5. Cleaning Contract

Following the receipt of quotations, the members of the Committee had agreed to the appointment of Aaron Dellar to carry out weekly cleaning of the hall for 3 hours on a

Saturday morning. He had subsequently sub-let the contract to House of Hollis. An invoice for £260 had been received but A Dellar later asked for this to be amended on the basis that the cleaner had needed to work for some extended time. The Chairman expressed some concern about this situation and stated that any additional work has to be approved by himself. The standard of cleaning is seen to be satisfactory. The contract would continue to be monitored.

6. Painting and Repairs

All painting work in the hall had been completed. Two windows have also been replaced and one remains to be replaced.

The drain in the rear car park had been cleared.

It was considered that a separate budget of £500 per year should be established for small maintenance items and this was **agreed**.

7. Hire of the Hall

The Chairman had received a request from Little City (Cambridge) to use the hall for play sessions on Friday mornings between 9:30 and 1:30. The organiser had provided a risk assessment for the sessions, which entailed supervised play in 'bubbles'.

The Committee were **supportive of this application in principle subject to:**

- Limiting total numbers (adults and children) to 15 - 20, rather than the maximum 30 initially
- Being satisfied that the adult supervision was adequate
- Satisfactory cleaning of the hall after each session so that the hall became available for use. (It was noted that access to the cleaning cupboard would be required, although it should not be accessible to children).

The Chairman said that if it were to go ahead, this booking would need close monitoring initially.

It was noted that Cindy Faulkner had applied to resume her sessions and had completed a risk assessment and this was **approved**.

8. Event Planning

Diane reported that there had been no response to the Village Voice article asking for ideas. It was agreed that dates for an event could be pencilled in for 2021, during the spring or summer when it was hoped the dangers from Covid 19 may have subsided. There would be a further item in the Village Voice to remind people of the intention to hold an event and again ask for ideas.

There was no current plan to organise a hub night.

9. Grant for PV Panels

The Chairman reported that an application for a grant had been submitted under the South Cambs Zero Carbon initiative.

A quote for infra-red panels to replace existing radiators was being sought.

The availability of grants from other sources was being investigated.

10. Any Other Business

The Parish Council had decided to support the idea of attaching a **defibrillator** to the outside of the village hall. Grant aid was available and the Committee **agreed** that an application should be made by the Hall. The Parish Council had said they would meet the remaining cost. Ongoing costs would be £5 per month. It was considered that the defibrillator should be attached to the left of the main door.