

West Wickham Village Hall Trust Management Committee

Minutes of a virtual meeting held on 12th November 2020 via Zoom 7.30 - 8.30 p.m.

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

Apologies for absence: Sue Harrow

1. Minutes

The minutes of the meeting held on 6th October 2020 were approved as a correct record.

It was noted that although Brian Upton had been recorded as having given his apologies, he had in fact resigned as representative of the Carpet Bowls Club. Andrew Morris had agreed to represent both the Bowls and Local History Clubs until the Bowls Club could appoint a replacement.

2. Annual Return to Charity Commission

The Chairman was in the process of compiling this return which had to include details of all the Trustees as well as the annual financial statement

3. Santander Account

The Hall's Santander account was currently dormant. In order to access the account it was necessary for the current authorised signatories (Paul Donert and Marcus Cornish) to indicate in writing that they agree to a change; to submit full details of all current trustees; and for Trevor Hall and Brian Marshall to become the new authorised signatories. It was proposed at this point to close the account and transfer all moneys (thought to be around £777.00) to the Lloyds account.

The Committee **agreed** to the change of signatories and the closure of the account

4. Terms and conditions / Policies

Brian Marshall said that he would be reviewing the revised terms and conditions shortly.

At the same time the committee also considered policies for **safeguarding** and **equal opportunities** which had been circulated. They were based on the policies recommended by Acre. The Committee discussed the extent to which the policies should form part of the terms and conditions and the practicality of the Committee actively promoting the policies, notably the policy relating to the encouragement for under-represented groups to attend and participate.

The wording of the policies as circulated was **agreed**, and it was **also agreed** that the awareness of the policies should be raised with users, that the policies be referred to on the web site and that this should include reference to the encouragement of under-represented

groups. The Chairman said he would draft a statement for the web site and circulate to the Committee for comment.

5. Cleaning Contract

At the last meeting it was reported that the six-month cleaning contract had been sub let. Some concern was expressed about lines of accountability but so far the standard of cleaning had been satisfactory.

The Chairman reported that the Pre school had discovered the ladies' toilet in a soiled condition on 2nd November. The Hall had been cleaned on Saturday 31st October so the Chairman said he would make enquiries with the interim users to find out who was responsible. All users were responsible for cleaning relevant parts of the Hall after use.

6. Hire of the Hall /Lockdown

The Government had announced a lockdown until 2nd December to limit the spread of Covid 19, which meant that the Hall could not be used (apart from by the Pre-School). It was not certain what conditions would prevail after that date and it was **agreed** that there should be an item in the Village Voice saying that users should check the Village web site to see whether the Hall was available for hire.

7. Grant / quote for PV Panels

The Chairman had obtained a quote for the installation of PV panels on the roof from Greenscape Energy for £9149.71. In order to access a grant towards this installation it was necessary for the Hall to register with Cambridge Solar Together. It was noted that Greenscape would keep the quote open for the time being.

The Chairman would continue to process the enrolment and grant application.

8. Heating

The Chairman had obtained a quote from ARC for the replacement of the existing convector heating system with an infra red heating system for £10,525.31. The infra red radiators would be positioned on the ceiling and although there was concern that the heat would be concentrated in the upper part of the hall, the firm claimed that infra red heating would evenly warm the fabric of the room.

Further quotes for this type of heating were being sought.

A quote from Thompson Electrical for replacing the existing radiators with new heaters had been received for £4320.58. Concern was expressed about the need to preserve fresh air in the hall which the current system provided. However it was also noted that the fans in the existing radiators, if failing, contained a fire risk.

In relation to the existing system, there had been recent incidents of the timer for the main hall tripping out after re-setting. The cause of this had not been fully determined but it was thought there was a fault within the time clock.

9. Fire Survey

Following the fire survey it had been recommended that 2 new CO2 extinguishers were required to replace the existing foam devices, for health and safety reasons. Signs would need to be changed

10. Any Other Business

- **New Users** - It was that no further approach had been made from *Kid City*. A new Yoga session was being offered and one had been held before the lockdown. It was expected these could resume after restrictions were lifted
- **Defibrillator** - Alex reported slow progress in establishing the level of funding that would be required. The Parish Council had agreed to support this. The Committee noted that it was proposed to attach the device to the wall outside the kitchen, to the right of the main entrance.
- **CCTV** The cheapest cameras needed internet connection which could not be provided. Alex was waiting until 'Black Friday' in order to find the best buy.
- **Post Office** After technical difficulties had been overcome the mobile post office was now operating from the rear car park 2 -3 p.m. Thursday afternoons.

11. 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.