

West Wickham Village Hall Trust Management Committee

Minutes of a virtual meeting held on 13th April 2021 via Zoom 7.30 - 8.55 p.m.

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

Apologies for absence: Sue Harrow and Nicci Trudgeon

1. Minutes

The minutes of the meeting held on 11th February 2021 were approved as a correct record.

2. Re-opening of the Hall

ACRE's revised guidance for re-opening village Halls had been circulated.

The Committee noted that ACRE were recommending the use of QR codes to facilitate record keeping for track and trace purposes. This would not be possible for users not possessing a smart phone. However, it was felt the requirement for users to keep a list of all those in attendance and notify all if anyone tests positive for Covid 19 was adequate to comply with the guidance.

The **chairman indicated** that he would work through the ACRE document and make any adjustments to terms and conditions which were needed, including giving consideration to the risk assessments.

It was noted that Karate, Iaido and Yoga were all seeking to resume activities as soon as possible, as was Cindy Faulkner and her husband. It was **agreed that such uses be allowed to resume from 17th May with numbers being restricted to 25**. All users would be asked to complete a new booking form.

Of the local regular club users, the Gardening Club's annual show was scheduled for 21st August and it was hoped that regular meetings would resume on 20th September; the Local History Club on 18th October; and the Carpet Bowls Club would not be resuming until after 21st June. It was noted that the Gardening Club's annual plant sale would not be held in the car park, but in other locations in West Wickham and nearby villages.

3. Terms and Conditions

The Chairman indicated that he would consider what needed to be changed in the light of the new guidance and circulate an amended version to members of the Committee.

4. May Elections

South Cambs District Council had sent their risk assessment for the elections on 6th May. The Chairman had circulated a plan showing how voters would enter the hall, cast their votes and exit from a different door. It was to be amended to indicate how election officials would be able to access the kitchen.

It was agreed that the code for the key safe be changed and the District Council be informed of the new number.

5. Cleaning

The standard of cleaning had been very satisfactory in recent months and the Committee expressed a wish to retain the services of the current contractor, subject to financial resources.

6. Hire of the Hall post-August 2021

With the Pre-school winding up at the end of the Summer term there would be opportunities for the hall to be used for other social activities on weekday mornings and the Committee discussed what should be done to encourage this.

It was **agreed** that this should be approached initially through the Village Voice and then through publications in surrounding villages, some of whom had Facebook pages, and then more widely if necessary.

It was felt that an item marking the end of the pre-school and its activities over many years would be appropriate and it was agreed that the current Chair of the Committee, Jess Ashbridge, be **asked to contribute an item** for the next edition of the Village Voice.

Following this, Diane Hazlehurst agreed to prepare an item for a future edition seeking volunteers who would be prepared to organize future regular social events such as coffee mornings.

7. Finance

The Treasurer Brian Marshall suggested that in future accounts should be on the basis of a receipts and payments formula (ie not including the reduction in valuation of assets, particularly the car park.) He agreed to consult the Chairman of the Parish Council on this suggestion but **subject to this, it was agreed** that accounts should be prepared on this basis.

It was also noted that:

- Average electricity costs for any one year was around £3300 (likely to be less in the Covid year)

- The current electricity contract is with Eon, whose submission of bills is somewhat erratic (ie not strictly quarterly)
- The latest bill (£1400) was not exceptional
- Costs included 20% VAT in line with the rule that organisations charging for hire of accommodation could not obtain a discount, but it was noted that if the usage is below 1000kwh 5% VAT would be charged. The Chairman agreed to pursue this issue.

8. Report to Parish Council

The annual report of the Trust would be submitted to the Annual meeting of the Parish Council on 24th May

9. Santander

The complaint that had been registered by Santander had not been upheld. As one of the authorised signatories for the account, it was agreed that Marcus Cornish should be requested to contact Santander in order to secure access to the account by the Trust. It contained some £700.

10. Proposal for Extension

The Parish Council at their last meeting had agreed to pursue quotes received for designing and applying for planning permission, jointly with the Village Hall Committee. The two Chairmen were proposing to meet two of the consultants to discuss what they were proposing. The least expensive of the quotes currently appeared to be the most promising.

11. Autumn Social Event

A social event was to be held on 4th September. It was planned to have games for children in the afternoon and a bar and barbecue with a live band in the evening who would charge £240. It was agreed to put £500 aside to cover some of the costs of the event and ask the Parish Council for a similar amount

12. Village Voice Items

Pre School winding-up and future use - see item 6 above.

13. Heating System

After a period during which the system had not tripped, it was reported that it had tripped today. The cause was still not clear and further consultation with Thompson Electrical was thought to be necessary.

14. Any Other Business

(a) Neighbourhood Plan

It was noted that the Village Hall would not be used for the consultation on the Neighbourhood Plan.

(b) Car Park

The Committee noted cars from Home Close frequently used the Hall car park and that the residents of Home Close should be given notice when users of the Hall were likely to need full use of the car park so that problems could be avoided

15. Next Meeting

Wednesday 19th May, hopefully in the Village Hall