

West Wickham Village Hall Trust Management Committee

Minutes of a meeting held on 14th July 2021 in the Village Hall 7.30 - 9.00 p.m.

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

Apologies for absence: Di Licence and Georgina Magin

1. Record of Attendance

In accordance with Covid 19 Regulations, a record of attendance with contact details was completed.

2. Minutes

The minutes of the meeting held on 19th May 2021 were approved as a correct record.

3. Autumn Social Event - 4th September

Diane updated the Committee on arrangements for this event (known as 'Fabulous Family Fun, Food and Frolics').

The possible planned programme for the day was:

- 3 - 5p.m. Family time including sports for children, beat the goalie, bouncy castle (cost £245), table tennis, raffle, demonstrations of Kendo, Yoga, Karate etc
- 5 p.m. Bar opens
- 5 - 7 p.m. Barbecue
- 7 - 10 p.m. Music with the Melody Beats

It was suggested that promotional boards for the carpet bowls, local history and gardening clubs be displayed. It was also agreed first aid needed to be available. An alternative method of promoting clubs and associations was proposed.

4. Lifting of Covid Restrictions 19th July

The Committee considered the implications of the Government's decision to lift most of the Covid restrictions.

It was agreed to take out all the provisions in the terms and conditions inserted as a result of the previous restrictions **apart from** the requirement to clean the hall before and after use.

It was considered that risk assessments by users were still advisable and for regular users needing to use the whole hall for ventilation and social distancing charges would be as for the small hall.

5. Future Hire of Hall.

The Chairman reported that he had been contacted by Tumble Tots who were very interested in using the Hall on Thursday mornings between 9.00 a.m and 1.00 p.m subject to there being sufficient demand in the catchment area.

No other approaches had been made by potential hirers and it was considered there would be a need to promote the availability of the hall.

Of the regular users, the Gardening Club were planning to hold their annual show in August, their AGM in September and would then resume their normal pattern of meetings. The History Club's AGM would be in October, while the Carpet Bowls club were hoping to resume their activities before the end of the month.

6. Financial Statement

The 2020/21 Financial Statement had been circulated just prior to the meeting. Members of the Committee were welcome to raise any queries after the meeting.

It was noted that there were significant differences in expenditure on electricity (lower) and water (higher) in comparison with 2019/20. It was thought this was due to the timing of the billing and quarterly meter readings will be given to the relevant companies so that regular quarterly bills would be received.

In relation to water, it was noted that no formal way of making contributions has been in place to pay for water used on allotments.

It was agreed that a meter should be installed to the allotment supply to enable correct usage to be calculated.

The financial statement would be considered for final approval at the Trust's AGM in September or October but in the meantime was needed to support the application for a grant towards a new heating system under the Zero Carbon scheme.

7. Santander Bank Account

This account had now been closed and the money (£1239) transferred to the Lloyds account.

8. Heating System

An application for a grant under the Zero Carbon Communities scheme was being made. In addition it was noted that the grant of £8000 received from SCDC under

the Covid support scheme could be used to support this project, the overall cost of which was £14,538.

It was noted that the existing heating system also provided ventilation for the hall and agreed that the possibility of the existing ventilation system being refurbished should be investigated.

9. Succession Planning

It was agreed that there was a need for new members of the Management Committee to be recruited, and for the social committee to be expanded. Organizing a social gathering, say on a Saturday morning may be one way of approaching this, in addition to personal contact and Village Voice publicity.

10. Items for Village Voice

- Updated version of the advert for the autumn event plus item asking for people to help on the day
- Call for people willing to become involved with the Management / Social Committees

11. Any Other Business

(a) Dividing Screen

It was agreed that the offer to service the dividing screen should be refused

(b) First Aid

Nicci suggested that some of the funds generated from the Hub Night could be used to pay for a First Aid course for members of the village to attend. (subject to agreement)

(c) Alcohol Licence

Renewed for the year at a cost of £35

12. Next Meeting

Monday, 23rd August in the Village Hall

