

## **West Wickham Village Hall Trust Management Committee**

### **Minutes of a meeting held by Zoom on 12th April 2022 7.30 - 9.05 p.m.**

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

**Apologies for absence:** Georgina Magin

#### **1. Minutes**

The minutes of the meeting held on 25<sup>th</sup> January 2022 were approved as a correct record although it was noted that the meeting programmed for 20<sup>th</sup> December would be held via zoom and not in the Village Hall.

Arising from the minutes:

- it was noted that previous minutes and agendas still needed to be uploaded onto the web site (minute 1)
- it was recognised that the Parish Council as freeholders leased the hall to the Trust at a peppercorn rent and expected to use the hall for its meetings free of charge. Although the Parish Council did not pay a charge for its own use of the hall there was again discussion as to whether the PC could make a contribution especially in the light of rising electricity costs (minute 2).
- a design for an eye-catching advert promoting the availability of the hall had been done but a contact phone number was needed before it could be published (minute 7)

#### **2. New Trustee and Declaration**

Andy Champ had been appointed by the Local History Club as its representative and as such was a member of the Management Committee and Trustee. He had completed the Declaration form and this would be returned to the Chairman.

#### **3. Financial Position / Review of Hire Fees**

The Chairman had circulated a summary of income (some of it estimated) for the 2021/22 financial year and estimated expenditure for 2022/23. There was uncertainty about these figures as they did not include the cost of insurance or reflect the likely substantial increase in electricity costs (although it was hoped that these costs would be mitigated by the new, more efficient heating system). No cost was shown in relation to cleaning the Hall.

However, in the light of the figures and the comments of the Treasurer on the pattern of income and expenditure over previous years the Committee considered whether there should be an increase in hire fees.

It was **agreed** that regular users should be contacted to warn them that an increase was likely, although no decision to increase fees was made at this stage.

#### **4. Terms and Conditions of Hire.**

A new draft had been circulated, based on the ACRE template, with the WiFi terms and conditions restored. It was noted that there was no charge for using the WiFi and that these T & Cs did not conflict with BT's.

The new terms and conditions were **approved**.

#### **5. Hall Cleaning and Inspection**

The Chairman informed the Committee that complaints had been made about the cleanliness of the Hall (notably by Aido following Saturday use). In the most recent case the Saturday user had been hampered because the new key for the cleaning cupboard was not in the key safe. This had been remedied. It was however agreed that if there are complaints about cleanliness, it would be preferable if these could be reported at the time, rather than leaving a message.

The possibility of asking the cleaner to change days from Saturday to Sunday when an event is planned for a Saturday was discussed. It was noted that this would be a more expensive option but the Chairman agreed to find out how much more this might cost.

#### **6. Hall Repairs and external maintenance**

Following the replacement of the water heater in the bar the cupboard around it needs to be replaced. The possibility of fitting more cupboards in the bar and kitchen was discussed as more space for cupboards had become available but the committee considered that, if new cupboard space were to be provided, it should be in the bar area only.

It was noted that Andrew and Trevor were carrying out an inventory of items to establish which items were the property of the Village Hall. The number of glasses had been reduced to facilitate stacking. The beer barrel supports, which had been donated, were the property of the Hall.

#### **7. Heating System Wi Fi Set-up**

The Chairman reported that the system was working well and that Andrew and Alex were alternative users.

The presence of Wi Fi in the hall opened up the possibility of its use for such things as computer training or homework sessions. It was considered that, in the event of the hall being used for such activities, the rate of hire would be minimal.

Alex agreed to write an article for the Village Voice regarding this possibility. The provision of Broadband had been accompanied by a free phone and the Committee considered how this could be used. It was felt that it may provide an alternative way of booking the hall or asking other questions via voicemail. It was decided to leave it in its box in the hall for the time being, consult the booking secretary about its possible use and do some tests to see how effective it could be.

## 8. Events

**Coffee mornings** had continued to be held on a monthly basis and had been well attended with contributions from those attending meeting the cost of hiring the hall.

**The Queen's Jubilee** celebrations were being planned for Saturday June 4<sup>th</sup>. They included a street party between 3 and 5 pm; a disco with DJ at 7.00 p.m. and a Hog Roast for 100 people. It was noted that the Hall had a card reader which would work off the Village Hall Wi Fi.

**The Wine Tasting Event** (with associated quiz) had been re-scheduled for 1<sup>st</sup> October. Tickets would be £25 a head.

It was hoped to book a children's entertainer for a Christmas Party in December

It was also suggested that a more general quiz night could be organized for some time in the autumn

## 9. PV Installation

The Chairman had received a quote for the installation of 33 Solar Panels on the roof from Greenscape Energy Limited. Their proposal was, for a deposit of £150, to conduct a survey to confirm feasibility and assess what works were required, on the basis of which a decision could be made on whether to proceed.

The Committee discussed their concerns about the substantial outlay and the likely payback time, as well as the likely lifespan of the panels. Guarantees would need to be effective in the event of companies ceasing trading.

The view of the Committee was that if we were to go ahead with solar panels it would be more cost effective if we invested in a battery so that electricity generated in the daylight could be stored for use in the evening when the hall needed to be heated and lit. **The Chairman agreed to seek quotes for the provision of a battery.**

If the Trust wished to proceed with the installation of solar panels, it would need to seek the approval of the Parish Council as freeholder.

## 10. Ukraine Refugees

It was not felt that any action could be taken by the Trust at this stage

### **11. Items for Village Voice**

- Publicity for the Jubilee events
- use of the hall for homework/study sessions etc using wi fi

### **12. Any Other Business**

- access to hatch - need for tools
- First Aid training. Possibilities included arranging a session in company with other village halls to share costs (eg with St Johns Ambulance). It was also note that the forthcoming installation of a defibrillator included a related first aid training package

### **13. Future Meetings**

The following dates had been agreed at the last meeting:

- Monday 20<sup>th</sup> June (Village Hall)
- Monday 22<sup>nd</sup> August (Village Hall)
- Monday 24<sup>th</sup> October (AGM) (Village Hall)
- Tuesday 20<sup>th</sup> December (Zoom)