

West Wickham Village Hall Trust

Minutes of the Annual General Meeting held on 7th October 2019 at West Wickham Village Hall 7.30 p.m. – 9.35 p.m.

Present: Simon Keen (Chairman), Trevor Hall, Sue Harrow, Georgina Magin, Brian Marshall, Andrew Morris, Janet Morris, Dave Sargeant, Alex Schuilenburg, Brian Upton and Peter Grieve.

Apologies: Di Licence and Jane Scheuer

1. AGM 1st October 2018 -Minutes

The minutes of the last AGM were noted and the following issues discussed:

- **Santander account** - a small sum remained in this account which needed to be closed and transferred to Lloyds
- **Heating** – Alternative options needed further consideration
- **Green external Doors** - Repairs needed
- **Window Seals** - It had not been possible to obtain satisfactory replacement seals. It was agreed that all should be replaced professionally as avoidance of heat loss was one key element of the reduction in energy costs. Brian Upton agreed to seek quotes for this work
- **Loop system** - It was agreed that a loop system for the benefit of those with a hearing impairment ought to be obtained and Brian Upton also agreed to seek quotes for such a system

2. Management Committee June 2019

A meeting of the Management Committee had been held on 24th June and arising from that meeting the following matters were discussed:

- **LED lighting** - Di Licence had sought quotes for the replacement of all lights to LED. It was discussed whether this work could be done 'in house' but agreed that it ought to be done by an electrician as a certificate would be needed in any event
- **Chairholder** - One of the spines remained broken and in need of welding
- **Wifi** - The hall had been accepted as a wifi site and it would be installed in 6 - 8 months free of charge for three years. Regular usage reports would be provided which would enable the committee to judge whether to continue after the free period.

3. Bookings

Georgina reported that the level of occasional bookings had remained at roughly the same level as 2017/18 and had realised an income of some £1400 since the last AGM.

4. Price Increases for 2020

The meeting considered a schedule of charging rates which had been drawn up by the chairman and booking secretary following discussion by the Management Committee.

The new rates included some modest increases for the clubs and societies who were regular users and some changes to the hourly rates for casual users.

The meeting discussed the rationale behind different rates for certain categories of people booking the whole hall but eventually agreed that a simple hourly rate should apply to all. In the case where additional cleaning was required after such a use, it was considered that the cost of such cleaning should be recouped from the deposit. It was recognised that reliance would need to be placed on the judgement of the cleaner to decide on whether the withholding of any part of the deposit was appropriate.

The meeting approved the new schedule of charges as attached to these minutes to take effect from 1st April 2020.

5. Maintenance / Cleaning

Some dissatisfaction had been expressed about the standard of cleanliness, particularly in the kitchen and the toilets. Comments were also made about cobwebs and dustballs. Brian Marshall agreed to inform Theresa about the issues raised and check whether she felt that two hours a week was adequate time. There was a need to keep monitoring this situation, particularly bearing in mind the requirements of the Pre-School and Ken Yu Kan for a clean environment.

Other maintenance issues raised included

- The possible need to paint (or clean) the wall below the level of the wooden bar. If the former, a quote should be obtained
- The need to repair / replace the bulb in the disabled toilet
- The need to unjam or repair the outside tap
- The desirability of replacing the cigarette stub box outside the front door, and providing an indication of its function as it had been mistaken for a letter box in the past
- The need to clear drains in the rear car park to avoid flooding

6 Chairman's Report

The Chairman circulated his report, summarising activity during the year up to 31st March 2019. A copy is on the web site.

The meeting particularly noted that a new three year fixed term offer for electricity supply had been agreed but that electricity costs had increased by 40%, highlighting the need to reduce costs by better insulation, investigate an alternative source of heating and encouraging users to switch off lights and return thermostats to recommended levels after use. It was felt that a report on overall recommended action to minimise energy costs should be obtained so that the Village Hall Trust would have a basis to take decisions on future action and capital expenditure. **Brian Upton agreed to look into the possibility of obtaining such a report and into the grants that could be available towards obtaining a more environmentally and economically friendly heating system. It was also agreed that a smart meter should be obtained through the electricity supplier (type 2) and the current chairman agreed to pursue this.**

It was also noted that an **alcohol licence** had been obtained on behalf of the Management Committee. **This would apply on Thursdays Fridays and Saturdays, but only for events organised by or on behalf of the Committee. Organisers of private events at the Hall such as parties and wedding receptions would need to apply for their own licences.**

7 Reports from club and pre school representatives

Reports were made by representatives of: **The Carpet Bowls Club**, who continued to operate with a reduced membership due to ill-health and would welcome new members of any age; the **Local History Club**, whose numbers were also low, possibly due to the transitory nature of the population of the village, but who would be continuing to operate in the coming year with a potential archaeological project in the offing; and the **Gardening Club**, who continued to thrive, although the recent flower and produce show had suffered a reduction in entries. The annual plant sale had been successful and attendance at meetings very healthy.

Sue Harrow reported on the Daisy Chains pre-school, who had had a difficult year in 2018/19, starting with a very low register of 6 children. This had steadily increased during the year but there had been an overall loss, not helped by poor attendance at fundraising events. However the new school year had started more promisingly, with a register of 12. The pre-school were grateful to the Village Hall committee for continuing to apply a discount and prospects for the next couple of years were better.

8 Annual Statement of Accounts

The treasurer presented the financial statement of income and expenditure for the year ending 31st March 2019. There had been a net loss for the year after taking into account deductions required for restricted funds of £1053.65. The overall balances were £38,802 for General Purpose, £10,313 for designated funds and £44,321 for restricted funds, giving a total balance of £93,454.

The meeting **approved** the Accounts which were passed to the Chairman for signature.

9 Election of Officers

Simon Keen had indicated that he would have to stand down from the chairmanship and was thanked for his work during his time as chairman. Trevor Hall indicated that he would be willing to be a member of the committee

The following officers were **elected**:

- Chairman – Trevor Hall
- Vice Chairman – vacant
- Treasurer – Brian Marshall
- Booking Secretary - Georgina Magin

It was noted that the Parish Council had appointed Di Licence and Alex Schuilenburg to the Committee, and that the Bowls, and Gardening Clubs had reappointed Brian Upton and Peter Grieve respectively. Andrew Morris had replaced Jane Scheuer as the representative of the Local History Club. Sue Harrow continued to represent the Daisy chains Pre-School.

10 Any other business

It was noted that signs had been erected on the sliding partition indicating that they should be used by 'authorised users only.' These authorised people were effectively the people who already used them on behalf of the various user organisations and it was suggested that a list be kept in a drawer in the kitchen.

Sue Harrow requested another set of keys for the pre-school who had recently appointed a new member of staff.