

## **West Wickham Village Hall Trust**

### **Minutes of the Annual General Meeting held on 4<sup>th</sup> October 2021 at West Wickham Village Hall, 7.30 p.m. - 8.05 p.m.**

**Present:** Members of the Management Committee - Trevor Hall (Chairman), Diane Hazlehurst, Brian Marshall, Andrew Morris, Alex Schuilenburg, Nicci Trudgeon and Peter Grieve.

Other residents: Dave Sargeant

**Apologies:** Di Licence, Georgina Magin, Janet Morris

#### **1. Minutes - 7<sup>th</sup> October 2019**

No Annual General Meeting had been held in 2020 due to the coronavirus lockdown. The minutes of the AGM held on 7<sup>th</sup> October 2019 were approved as a correct record.

#### **2. Matters Arising**

Although the minutes indicated that the report of the then Chairman was on the village web site, it had not appeared. It was noted that this would be corrected and that past minutes of the Management Committee would also be uploaded if missing.

#### **3. Chair's Report**

The Chairman circulated his report on the activities and developments of the Hall in two parts. The first part covered the period between the last AGM in 2019 up to the end of the financial year in April 2021. This report had been submitted to the Annual Parish Meeting in May.

The second part of the report covered the period between April and September 2021 and highlighted:

- Meetings of the Management Committee and the need to amend the constitution following the closure of the Daisy Chains pre-school
- Proposals to install a new heating system and the application to the District Council's Zero Carbon Community Fund for a grant of £9000 to finance this. The parish Council had also committed to supporting this proposal in the sum of £1000
- The support received from Cambridgeshire Acre throughout the pandemic and the guidance for users
- The loss of income due to the pandemic and the closure of Daisy Chains, mitigated by the small business grant received from SCDC and the recovery of a blocked account with Santander
- The creation of a social committee who organised an event in September and were planning further events for the coming year
- The expectation that there would be significant increases in expenditure on electricity, but that the impact of this could be reduced by fitting infra-red heating and, possibly, solar panels which would be further investigated.
- The need for new volunteers to be involved in the running of the hall.

#### **4. Treasurer's Financial Report**

The report had been circulated to members of the Management Committee in July and submitted as part of the heating grant application.

The statement showed a net deficit of £3085 for the year ended 31<sup>st</sup> March 2021. The Hall showed a balance of funds as at 31<sup>st</sup> March of £90108, including General purpose, Designated and Restricted Funds.

At the time of the meeting the funds available for expenditure included £32087 in the main bank account and £5604 in the Covid - related Deposit Account.

The treasurer's financial report was accepted.

#### **5. Appointment and Election of the Management Committee**

The current management Committee was reappointed en bloc as follows:

- Trevor Hall, Chairman
- Alex Schuilenburg, Parish Council appointee, Vice Chairman
- Brian Marshall, Treasurer
- Georgina Magin, Booking Secretary
- Nicci Trudgeon, HUB Representative
- Di Hazlehurst, Social Secretary
- Di Licence, Parish Council appointee
- Peter Grieve (Gardening Club) Andrew Morris (Local History and Carpet Bowls pending AGMs for these clubs)

It was noted that following the closure of the Daisy Chains pre-school, Sue Harrow is to be removed from the list of trustees on the Charity Commission website.

#### **6. Heating Grant Application**

The Chairman reported that an application had been made to the SCDC Zero Carbon Community Fund for £9000. It was due to be determined in the coming weeks.

The work would require scaffolding and the Chairman was arranging to have existing strip lighting replaced with LED lights to take advantage of this.

It was expected that the work would take a week and this would be planned after taking account of existing bookings to cause minimum disruption.

#### **7. Cleaning**

It was considered that the standard of cleaning in the hall continued to be good under the current contract.

Consideration had been given to changing the cleaning day from Saturday to Sunday but this would cost an additional £25 per clean. Another possibility was to change the cleaning day only when there had been an event on the Saturday (eg Hub Nights) and the chairman said he would investigate this.

## **8. Items for Village Voice**

An item once again stressing the **need for volunteers**, especially as only one non-Management Committee member had attended the AGM. Also, **future hub nights** (see below)

## **9. Any other business**

**Future social events:** Di Hazlehurst said she had contacted Chilford Hall about a **wine tasting / wine quiz event** in December but it was felt this was too close to the December Hub Night. She would go back to Chilford hall and ask about their availability in November. It was also suggested that some sort of **Christmas event for children** should be organised and the Chairman said he would consult Sue Harrow for suggestions.

**Hub Nights** were planned for 23<sup>rd</sup> October, 28<sup>th</sup> November and 18<sup>th</sup> December (ceilidh)

**Alcohol Licence:** The existing licence had just expired but a copy of the new licence had not yet been received. The Treasurer said that he would chase this up.

**Possible Future Booking:** The Deputy Head of Linton Village College had asked whether the Hall would be available during the half term period for children's art classes. There was a possibility of adult classes being offered in the future.

## **10. Management Committee**

The next meeting of the Management Committee was to be arranged in late November / early December.