

West Wickham Village Hall Trust Management Committee

Minutes of a meeting held by Zoom on 20th December 2022 7.30 – 8.55 p.m.

Present: Trevor Hall (Chairman), Andy Champ, Diane Hazlehurst, Georgina Magin, Andrew Morris, Alex Schuilenburg, Nicci Trudgeon and Peter Grieve.

Apologies: Brian Marshall and Caroline Mulley

1. Minutes

The minutes of the meeting held on 22nd August 2022 had been reported to and approved by the Annual General Meeting held on 24th October 2022.

2. Financial Position / Review of Hire Fees

(a) Finance

The Chairman reported that the final accounts for the financial year 2021/22 had been audited and approved by Richard Ling and had been submitted to the Charity Commission.

It was noted that at the time of the meeting, there was some £25,000 in the current account and £6000 in the deposit account, of which £4000 was the grant received from SCDC towards the installation of solar panels.

(b) Review of Hire Fees

Following the changes to hire fees approved at the AGM on 24th October, the new fees would come into effect from 1st January 2023 and all regular users had been informed, including the Karate and Ken-you-Kan groups.

3. Hall Cleaning and Inspection.

The cleaning of the hall was continuing to be of a high quality, although at a higher cost than in the past. The funding of this level of cleaning had been made initially possible by the grants received in association with the Covid epidemic. It was recognised that in the longer term there would be a drain on funds, but for the time being it was agreed that the current cleaning arrangements should continue.

The Committee discussed the responsibility of users for cleaning the hall after use and it was **agreed** that specific instructions on cleaning requirements should be included with the casual booking approvals, and a confirmation form to be completed on line to confirm that these requirements had been complied with. It was also considered that it would be helpful for casual users if the cleaning cupboard

were to be clearly marked as such. The Chairman agreed to draft a set of instructions for users.

4. PV Proposal

Following the survey carried out on 19th December, it had transpired that, as the hall was on a three-phase electrical supply, any benefit of fitting a PV System would only be effective if utilising all three phases in the installation. Because this was not available on the Cambridgeshire Together Group purchase scheme, the Trust had had their deposit refunded and Greenscape Energy had submitted a revised estimate using a higher set of panels. The new estimate was in the sum of £21,945.50.

Cambridgeshire ACRE had drawn attention to the availability of Government grants for improvement to village halls and this possible source of finance would be investigated.

In the meantime it was **agreed** that a further two quotes should be sought and also investigations into the best way of paying the cost of the installation, bearing in mind the possibility of avoiding VAT payments.

5. Hall Repairs and Maintenance

- Bar and Kitchen repairs. Satisfactory. Cupboard to be installed in gap left after water leak repair
- Fire Safety equipment inspected. Emergency lights in kitchen, lobby and toilet were working but failed the three hour test
- Performing Rights Society – licence updated for one year
- Small store. Much unwanted equipment left after Daisy Chains wound up. To be offered to Buttercups at Balsham
- Need for checks over Christmas period. Noted there were bookings on 23rd, 25th, 27th December and 1st January
- New pool table – proving popular

6. Events

The quiz held in November had proved to be enjoyable and had made a profit of £430.53

The next event to be planned was to be associated with the Coronation of King Charles and associated Bank Holiday. The Committee concluded it would be inadvisable to have a TV available for the event as this would require a licence

7. Items for Village Voice

None suggested

8. Any Other Business

- It was noted that Horseheath had used a professional photographer to promote their hall. The Committee discussed the benefits and disadvantages of using facebook but came to no conclusion. The chairman asked Di and Nicci for a straightforward explanation of how Facebook could work for the Village Hall
- Water issues – (i) **Allotments**. Everflow had been asked for a reduction due to the amount of water used by allotment holders. Allotment holders had not yet been given the letter with details of water used and charges and Andrew offered to do this. (ii) **Meter**. The repair to the leak had damaged the face of the meter and disconnected the remote reading device. The meter and sensor were to be replaced
- Kitchen issues (i) **Fridge** avoid unused food etc being left in fridge (ii) **Dishwasher** – to be emptied after use. (iii) **tea towels** – to be taken home, washed and returned by users (see previous decision)
- Hall use as warm hub during cold snaps? Age Concern to be asked

9. Future Meetings

- Chairman to circulate bi-monthly dates (fourth Monday – non parish council)