

West Wickham Village Hall Trust Management Committee

Minutes of a meeting held in the Village Hall on 27th February 2023 7.30 – 8.30 p.m.

Present: Trevor Hall (Chairman), Diane Hazlehurst, Georgina Magin, Caroline Mulley, Alex Schuilenburg, Nicci Trudgeon and Peter Grieve.

Apologies: Andy Champ, Brian Marshall and Andrew Morris

1. Minutes

The minutes of the meeting held on 20th December 2022 were approved as a correct record.

2. PV Proposal

It was noted that as freeholder the Parish Council had agreed to lead on the proposal to have solar panels on the Hall roof. The Parish Council would be making an application to the Community Fund of the National Lottery to part fund the project.

It was agreed that it would be appropriate for a smart meter to be fitted.

It was also noted that the most recent electricity bill for the quarter ending on 31st December had been £2298 which was approximately double the bill for this quarter in 2021. It was suggested that circuits should be checked for leaks and the fridge and freezer checked.

3. Hall Repairs and Maintenance

It was noted that:

- Emergency lights had been replaced because batteries had run out
- Disabled and gents toilets had been repaired but the leak in the ladies' toilet needed to be fixed
- There was still some pre-school equipment in the small store and it was agreed that Lucy Bittern would be asked to collect it

4. Car Parking

There had been two recent incidences of cars parking in the road and in Home Close to the inconvenience of residents. The first involved a party overlapping with the Aido session and the second a 'hare and hounds' walk.

The Committee considered whether the rear car park should be made permanently available for car parking but decided that as it was used frequently for ball games it should continue to be treated as an overflow car park for use when large events are taking place at the hall. However it was noted that in the need for additional car parking it could be removed at short notice.

5. Changes to Terms and Conditions - Cleaning Checklist

At the last meeting the Committee had agreed that a confirmation form that the hall had been cleaned after use should be included with all casual booking approvals. Regular users should also be asked to ensure that the hall was left clean after use, including flushing toilets.

Even when the checklist was completed, verifying it remained an issue and often depended on the comments of the next user. It was noted that the cost of cleaning the hall was £65 and in the event of the hall being left in need of cleaning, this sum could be deducted from deposits.

In relation to the increase in fees, the only negative reaction had been from the Karate Club but they were continuing to use the hall weekly.

6. Events

A 'Big Lunch' was planned for Sunday, 7th May to celebrate the coronation of King Charles III the previous day. The Eden Project had been given the job of overseeing the event nationally and had communicated their proposals to the Parish Council.

People would be encouraged to bring their own lunches although it was expected that a Barbecue would be organised and games for children. Volunteers to run these were needed

No budget had yet been agreed by the Parish Council. Flags and bunting had been acquired. Reference was made to the possibility of having a bouncy castle and a band.

7. Items for Village Voice

A village clean-up was being organised on Saturday, 22nd April (based at the village hall).

Item relating to need for volunteers for the Big Lunch on 7th May

8. Any Other Business

- The sign from the road pointing up to the Hall was currently not visible and it was thought that SCDC and /or the housing association were arranging to cut back the vegetation.
- The water meter could not be read at present. Everflow had been contacted to address the problem
- It was noted that a card reader was available for payments to the Hall but this would not be appropriate for booking fees where deposits had to be refunded
- Hub Nights were due to resume from March

9. Next Meeting

24th April 2023