

## West Wickham Village Hall Trust Management Committee

### Minutes of a meeting held in the Village Hall on 21st August 2023 7.30 – 8.40 p.m.

**Present:** Trevor Hall (Chairman), Andy Champ, Georgina Magin, Alex Schuilenburg, and Peter Grieve.

**Apologies:** Diane Hazlehurst , Brian Marshall, Andrew Morris, Caroline Mulley and Nicci Trudgeon

#### **1. Minutes**

The minutes of the meeting held on 26<sup>th</sup> June 2023 were approved as a correct record.

#### **2. PV Proposal**

It was noted that the solar panels were due to be installed on 11<sup>th</sup> and 12<sup>th</sup> September. The scaffolding would be erected on 22<sup>nd</sup> August and it was important that access via the ramp should be maintained during the period when the scaffolding was in place.

It was noted that the funds for the project currently stood at £9174.78, taking into account money raised from the appeal, granted by the Zero Carbon scheme and by the National Lottery (and less the deposit already paid). The Village Hall had pledged an amount but there was also a possibility that a contribution may be obtained from the Wadloes Wind Farm because West Wickham was thought to be within the area which qualifies for grants (closer than Brinkley).

Users would be notified of the works and advised that when leaving the hall at night the outside light should be put on to reduce the chance of tripping over scaffolding.

#### **3. Hall Repairs and Maintenance**

It was noted that:

- The small store remained somewhat congested with papers etc left over from the pre school and recently acquired snooker and table football tables. Alex agreed to speak to Lucy about the need to remove pre-school items.
- A comment had been made following the recent Gardening Club / Climate Change event that a hand rail was needed on the steps leading down from the playing field. **The Committee decided not to take any action on this idea.**
- The manhole cover at the corner of the Hall had sunk and needed to be lifted.
- The paving round the outside of the hall was uneven and needed grouting. The Chairman agreed to obtain another quote for this work.

#### 4. Finance and Insurance

The financial statement for the 2022/23 financial year had been circulated.

It was noted that there had been a net deficit of income over expenditure of £2065 during the financial year but current assets stood at £29896.

In discussing the financial statement it was noted that a figure had been included for the depreciation of the rear car park, which was considered to be part of the Village Hall.

The Committee discussed the need to maximise income and it was noted that there had been instances of potential bookings from people outside the village being lost, possibly because of the £30 per hour hiring rate for non-locals. The requirement in the constitution to operate the hall for the benefit of the people of the village was noted but it was decided that (especially taking into account the fees charged for other local village halls) the **fee for one off bookings for parties and other events be £20 per hour for all users other than local clubs whose rates were already discounted.**

#### 5. Parking and Rear Car Park

Padlocks were now in place and keys could be given to users. It was agreed that identification tags should be attached to the keys. The incidence of people trying to park in Home Close was discussed and it was noted that residents were seeking to have the sign prohibiting parking by non-residents to be reinstated by the housing association.

#### 6. Changes to Terms and Conditions - Leaving Checklist

The checklist which was to be circulated to users and displayed in the hall was given further consideration. It was agreed to include a requirement when mopping spillages not to leave the floor soaking wet. Users were asked to dispose of rubbish in the correct bin (green, black or blue) as appropriate. Refuse collectors had not emptied bins in the past which had been incorrectly used.

#### 7. Committee - Forward Planning

No further progress had been made in securing volunteers for membership of the Committee or chairmanship of the Trust. It was noted that Brian Marshall had

indicated that he did not wish to continue as Treasurer after the AGM. The situation was something of a **crisis** facing the Trust.

It was noted that the Gardening and Bowls clubs were considering their representation for the coming year, which may result in there being a new member of the Committee.

Members of the Committee were asked to approach people considered likely to be prepared to become involved in the work of the committee.

## **8. Constitution**

The Chairman was circulating a revised version of the constitution which excluded the pre-school and this would need to be approved at the AGM

## **9. Items for Village Voice**

Final appeal for solar panel fund and need for new chairman and committee members.

## **10. Any Other Business**

- It was noted that an external power point had been installed at the north-east corner of the hall.
- The bingo night was being planned for the November hub night and investigations were under way into options for obtaining a bingo machine

## **11. Future Meetings**

23<sup>rd</sup> October 2023 (AGM)