

West Wickham Village Hall Trust Management Committee

Minutes of a meeting held in the Village Hall on 23rd October 2023 7.30 – 8.05 p.m.

Present: Trevor Hall (Chairman), Andy Champ, Indy Liepa, Caroline Mulley , Alex Schuilenburg, Nicci Trudgeon and Peter Grieve.

Also Present : Chris Covey, Andrew Morris, Dave Sargeant

Apologies: Diane Hazlehurst , Georgina Magin, Brian Marshall, Liz Elkins

1. Minutes

The minutes of the meeting held on 21st August 2023 were approved as a correct record.

2. Financial Report

The Treasurer's Financial Statement for the year ending 31st March 2023 had been circulated to members of the committee prior to the meeting and was approved for submission to the Charity Commission.

The status of the rear car park in relation to whether its depreciation should be included in the accounts of the Village Hall or the Parish Council needed to be discussed and determined at a future meeting.

3. PV Installation

The PV Installation had been completed and was working successfully. Once the documentation relating to the feed-in tariff had been received, the Parish Council would pay the installers.

4. Fire Regulations

New fire regulations relating to buildings in public use had been issued by the government. They put greater emphasis on the need for inspections to be carried out by responsible persons. A presentation with guidance from ACRE was still awaited but a full risk assessment would be needed and policies set out.

It was suggested that Linton Fire Station may be approached to request one of their volunteer fire fighters to assist the committee with this task in return for a donation.

5. Hall Repairs and Maintenance

There were no issues of repair and maintenance outstanding. It was noted that an outside tap had now been fitted.

6. Committee – Forward planning

The Chairman had previously indicated that he would not be continuing in the role. No-one had come forward to take his place as things stood. He had said that he would be willing to continue as a member of the committee for the time being. It was noted that Indy Liepa had been appointed as representative of the Gardening Club and Peter Grieve was replacing Andrew Morris as representative of the Carpet Bowls Club. It was understood that Liz Elkins would be willing to serve on the Committee but was currently on holiday.

7. Bingo at November Hub Night

Everything was in hand for the bingo night which was to be held on 25th November. It was agreed that the Hall would pay for one of the two kegs of beer which would be available and 'nibbles' would be provided. It was hoped that a raffle could be held in the interval.

The alcohol licence covered the whole year but documentation was awaited.

8. Items for Village Voice

The items in this month's village voice relating to hall activities were noted.

9. Any Other Business

No items were raised.

10. Next Meeting

4th December 2023