

West Wickham Village Hall Trust Management Committee

Minutes of a meeting held in the Village Hall on 22nd April 2024 7.30 – 8.15 p.m.

Present: Martin Kerslake (Chairman), Caroline Mulley, Alex Schuilenburg, and Trevor Hall

Apologies: Peter Grieve, Georgina Magin, Nicci Trudgeon

1. Minutes

The minutes of the meeting of the Management Committee held on 26th February 2024 were approved as a correct record.

2. Electricity and Broadband

The contract for the supply of electricity was awarded to Scottish Power being accepted on the basis of a contract for one year commencing on 11th March 2024

It was noted that Zen is the Internet Service Provider and that the switch over from BT took place on 7 March 2024

3. Maintenance

A discussion was had on the supply and distribution of consumables for the toilets and kitchen. It was agreed that users of the hall should be asked to note and replace any deficiencies as part of their post hire checks.

Stocks in the cleaning cupboard will be replenished on a monthly basis from the small store.

4. June Village Event

All organisation and funding will be done by the Parish Council. All activities have been organised and include: Dog show, childrens' sports, bouncy castle, Tea Pod, music etc..

5. Charity Commission

Changes to the Trust's governing document has been lodged with the Charity Commission along with the changes to the trustees of the charity.

6. Items for Village Voice

It was agreed that there should be a regular item in the Village Voice requesting people in the village to volunteer to replace members of the management committee. There is an immediate need to have someone to take over the role of booking secretary

7. Amendment to Hire Rates

It was agreed that a special rate of £10 per hour for a minimum period of 5 hours is introduced as a "Regular users Day Hire" and made available to clubs already using the Hall on a regular (weekly) basis..

Ad Hoc use of the Village Hall will remain at the normal rate of £20/hr.

8. Any Other Business

The booking calendar has not reflected the actual periods of hire for quite a few events and to make sure that it reflects the actual usage of the hall, hirers will be requested to let the Management Committee know of their actual requirements for the period between 1/6/24 to 31/12/24.

They will be requested to nominate their requirements for subsequent calendar years.

Noted that the Hall would be used for voting on 2nd May and regular users to be contacted and advised.

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9. Next Meetings

24th June 2024

2nd September

28th October 2024 (AGM)