

West Wickham Village Hall Trust Management Committee

Minutes of meeting held in the Village Hall on 2nd September 2024 7.30 – 8.30 p.m.

Present: Martin Kerlake, Andy Champ, Trevor Hall, Nicci Trudgeon, Caroline Mulley-Richards.

Apologies: Alex Schuilenburg, Peter Grieve and Indi Liepa,

- **Minutes**

The minutes of the meeting of the Management Committee held on 24th June 2024 were approved as a correct record.

- **Actions**

Arising from the minutes and outstanding it was noted that:

- Amendments to hire rates still needed to go onto the web site **Trevor H**
- Hirers booked in for their regular dates through the year should double check the dates so that changes / cancellations are correctly recorded
- **Indi L** expressed a willingness to take on the duty of booking secretary, subject to a discussion with Georgina Magin about what is involved
- Amend T&Cs to include:
 - penalty charge of £20 for unstacked chairs/tables and
 - add locking of the front doors in response to Stockport attack & circulate to hirers. **Trevor H**
- Contact Daisychains to remove to safe keeping their paper records to comply with GDPR (2 white boxes) as a matter of urgency. **Caroline M-R**
- Contract Repair Club for a cost and availability for a monthly 3-hour visit to Hall as part of Community Hub **Martin K**
- Obtain 3 quotes from NFU for next year's insurance, including from NFU
- **IMPORTANT NOTE** Agree final accounts when circulated by email in readiness for submitting to Charity Commission **ALL**.

- **Actions Completed**

- Store cupboard key to Martin Clark for storage of sports equipment
- Hall insurance paid £1,548.54 with Ecclesiastical for 18/7/24-17/7/25.
- Electrical survey completed and sent to insurer
- Fire alarms tested
- Tree pruned

- **Treasurer's Report**

- BT exit completed finally, reimbursed by cheque for £0.17

- Scottish Power exit and final bill received and checked £432 paid
 - Account balances: current c£9,500 and savings c£10,000
 - No major expenditure planned nor receipts outstanding
 - Final Accounts in preparation by Brian ready for next week.
- **Matters Arising**
- Request from Gardening club to use the store room for their archive records. Refused due to GDPR requirements to safely care for and dispose of sensitive information.
 - Gardening club to be requested for a date for the refresh of the planting in the beds and the purchase of sleepers for a raised triangular bed, to be paid for by the Hall on invoice.
 - Opportunity to request grant funding from S Cambs (ACRE) to support community hub run by volunteers.
 - No target from S Cambs, other than a minimum of 3 volunteers per club (can be the same names).
 - Our Target is 1 activity 3-hour activity per week (Coffee on Thursday; Dog walking Sunday; + 2 others e.g. Art Club and Saturday School)
 - We receive £600/mth which will pay the hall hire at £10/hr and a contribution to free teas and coffee and reasonable expenses.

The Committee discussed the offer and agreed to progress with formal application (Martin K). Noted the hall fee was at the discounted rate, and that as the applications were quarterly it was agreed to review upwards the Hall fees on next application.

- **E/V Charging**

A quote in the sum of £8241 had been received for the fitting of a 22kW/DC E/V charging point from Thompson. A second quote from Sunlight was £3,500. Given the difference Trevor Hall said that he would check that everything including payment services were included and bring back to the committee. If the Committee decided to go ahead with this, grants would be available.

- **Social Media Village Voice**

Proposal for social media version of Village Voice was closed as not appropriate at this stage.

- **Items for Village Voice**

It was felt that there could be a 'diary' entry detailing activities in the village hall.

- **Any Other Business**

No items were raised.

- **Next Meetings**

28th October 2024 at 7:30 in the Village Hall (AGM)