

## **West Wickham Village Hall Trust Management Committee**

### **Minutes of a meeting held in the Village Hall on 30th June 2025 7.30 – 8.40 p.m.**

**Present:** Martin Kerslake (Chairman), Alex Schuilenburg Trevor Hall, Indi Liepa, Caroline Mulley-Richards, Nicci Trudgeon and Peter Grieve.

**Apologies:** , Andy Champ, Di Licence and Indi Liepa

#### **1. Welcome**

The Chairman welcomed everyone to the meeting.

#### **2. Apologies for Absence**

Received from Andy, Indi and Di

#### **3. Minutes**

The minutes of the meeting of the Management Committee held on 20<sup>th</sup> April 2025 were approved as a correct record.

#### **4. Changes to the Committee**

Helen Schuilenburg has agreed to take up the mantle of Treasurer and Trustee after a handover period. Trevor will keep control of the account until the handover is complete (date TBA)

#### **5. Treasurers Report**

- £ 9,186 current account
- £10,174.84 in the reserve account

Note that July is typically the worst month for expenditure (Hall Insurance costs).

2024/25 annual income and expenditure has been prepared and TH will approach Brian Marshall to complete the accounts.

Received c£400 from the SEG payment for the solar PV electricity export to the grid and **Agreed** that MKK would chase the monthly support payment from ACRE.

#### **6. Booking Secretary's Report**

**Private bookings continue** and for the most part the hirers are pleased with the hall.

**Regular users were polled** on the May coffee morning and were generally happy with the hall. Results were anonymised and sent to support ACRE

application for an extension of funding into 2026. Users also asked for more community clubs - notably a sewing hub. It was noted that:

**The Arts & Crafts club** would cease in its current format (2 nights per month; 4:30pm to 6:30pm) due to a lack of attendance - interest has been confirmed but the timings are difficult and a refresh is being considered.

**Revised Hire Rates** had been circulated to all members of the Committee and these had now been implemented from 1<sup>st</sup> April 2025 as set out below.

## 7. Condition of the Hall

The condition is generally good and clean, with a few minor repairs undertaken and none known to be outstanding. Audit confirmed the number of tables and chairs.

**AC** was thanked for maintaining the stocks of consumables.

It was noted that there have been a few occasions after a private hire that the hall is not cleaned to the high standards required. No retention of the hirer's deposit has been made to date as it is clear that, in each case, a cleaning attempt has been made. *This is a point for discussion.*

**IL** was thanked for extra cleaning after a hirer and before the laido club.

The planting in the borders continues with the volunteers from the Gardeners Club. Noted that a number of favourable comments had been received, including from the ACRE representative.

Small thicket in front of the hall has been removed (after checking all birds had fledged).

## 8. Matters Arising

**Security** Chair Yoga reported that the rear doors were open on arrival. Not clear who left them open. **Action:** Committee members visiting the hall are asked to double check on doors and windows

**Hall Insurance for 2025/26** falls due on 18th July, 2025 with a quoted premium of £1,602.28 from the brokers Allied Westminster for Ecclesiastical Insurance. The premium has increased includes a 5% discount as we have a 3-year renewal agreement and this is year 2. Norris, the other broker recommended by ACRE for village halls, declined to quote (not enough time to prepare a quote). **Agreed TH** to pay the insurance, **MK** to send the schedule to the Parish (AS) and seek a comparable quote from Norris for 2026/27.

**Parking in Home Close** remains a recurring issue with the top car park not being unlocked or not being used despite clear instructions to the hirers.

Solutions would be considered noting that the reason for the bollards is to prevent unauthorised access and camping.

**Hunt for the right PA System continues** It was agreed at the April meeting that the VH should invest in a PA system for large meetings. Committee members continue to research the right system - noting that you get what you pay for. There is a list of requirements in the shared files - please update if you think of anything. Kind offers of contributions towards the cost have been received.

Suggestions include: fixed full package system (rather than portable) with a cost of £500 that meets the requirements. **Action: AS** to complete proposal and **MKK** issue an VHMC email to the committee to consider proposed system purchase and installation before the 6th September. Funding to be confirmed in the proposal and Parish Council have already confirmed installation.

## **9. Future Events / Use of the Hall**

Suggestions for future events include:

**Garden Fete & Autumn Fair** - September 6th

**Bingo night** - dates TBA **DL**

**Regular Open House** - Saturday mornings? with free table tennis and pool. This latter suggestion was supported as a way of encouraging young people to use the hall although it was recognised that supervision and DBS checks would be required.

Volunteers for the above will be sought generally by the Committee members and with a call for help in the September village voice.

## **10. Next Meeting**

**MONDAY 1st September 2025 at 7.30 p.m. (to avoid the bank holiday)**