

West Wickham Village Hall Trust Management Committee

Minutes of a meeting held in the Village Hall on 23rd February 2026 7.30 – 8.55 p.m.

Present: Alex Schuilenburg (Vice Chairman – in the Chair), Andy Champ, Indi Liepa, Caroline Mulley-Richards, Helen Schuilenburg, Nicci Trudgeon and Peter Grieve.

Apologies: Martin Kerslake

1. Welcome

The Vice-Chairman welcomed everyone to the meeting.

2. Minutes

The minutes of the meeting of the Management Committee held on 6thth January 2026 were approved as a correct record.

3. Chairman's Report

(a) Cambridgeshire ACRE

The Chairman had notified all members of the Committee that because ACRE had a reduced level of available funds for 2026/27, it had been necessary for them to review their hub activity and the distribution of the available funding. ACRE had decided that they **would not be able to fund West Wickham's Hubs** (ie coffee mornings, evening hubs and arts and crafts). The overall effect of this was to reduce the hall's income by £1000 - £1200 annually. ACRE had made their decision 'after reviewing attendance patterns and the support needs of hub users across the network' but it was unclear whether they considered attendances in West Wickham inadequate or too good to need support.

In view of the loss of income the Committee discussed the need for fund raising events such as a **summer fair** and the need to publicise the availability of the Hall for outside bookings. To further these ends the Vice Chairman of the Committee was currently drafting an item for the Village Voice to encourage **new volunteers** to contribute to such fund raising events. This message could also be communicated on the **Village Whats App**. A press release may be a good way of promoting the availability of the Hall.

(b) Tables

The Committee noted that in accordance with the decision at the last meeting, new tables had been acquired, bringing the complement of tables back up to the original

number (20). It was unclear where the **missing tables** had gone. In discussing this issue it was agreed that there needed to be a **keyholder list** and a '**key amnesty**' for those keyholders who no longer needed them. An **inventory** of equipment was being undertaken and this would be uploaded onto google.docs along with the hire form, terms and conditions, the keyholder list, contact list for clubs and for emergencies.

4. Treasurers Report

Helen Schuilenburg reported that there was £11,582.27 in the charity (current) account and £10,213.83 in the instant access account

It was noted that invoices for all regular users had been sent out and payments made.

The most significant expenses since the last meeting had been the acquisition of the tables (see above), and the bills from Scottish Power and the water company.

The total of the monthly contributions fro ACRE in the current financial year so far amounted to £696.

5. Booking Secretary's Report

- It was noted that the very large hire (97 in attendance) had passed off successfully and without any complaints.
- The Booking Secretary reported that private bookings had been quiet recently but there had been a couple of enquiries for birthday parties.
- The rewilding organisation Devana were seeking to use the hall for training and had asked if the hall could provide a projector (see below).
- The Hare and Hounds event held in December had contributed £35 in recognition for their use of the car park.

6. Condition of the Hall and Consumables

- **Soap Dispensers:** More liquid hand soap was needed to refill the dispensers. It was important to obtain the correct variety to avoid clogging
- **Kitchen Cabinets:** Following the water leak damage had been caused to the backboard and skirting, which needed repair and replacement. It had been agreed at the last meeting that no insurance claim would be made.

7. Projector

Currently the Hall does not possess a projector. The Gardening and Local History Clubs regularly used a projector, which was owned by Andrew Morris, and was usable but was outdated. The Gardening Club had asked the Hall Committee to consider purchasing one which could be used by the clubs and be available for private hirers (eg Devana: see above). Initial investigations by Ronnie Temple had shown that the cost of a projector would be between £840 - £1000. In discussing the merits of acquiring a projector, the Committee

- Considered the likely pay-back from private hirers against the likely outlay
- Noted that minimal adaptations to the back wall were needed for it to be an effective screen (no need to remove wall lights)
- Suggested that if a decision were made to purchase a projector, this could be the subject of a specific fund-raising effort
- Agreed that other considerations which needed to be taken into account were the availability of adequate secure storage, and health and safety (eg need to cover trailing wires)

The Committee **agreed** that investigations into the idea of acquiring a projector should continue, and that Ian Trudgeon be asked to lend his expertise to the investigation

8. Any Other Business

- (a) **Water Contract:** This had been signed with Everflow on 11th February. It was estimated that the normal rate (without leaks) would be £60 a quarter. In view of the recent leak, regular reading of the meter was advised – a tricky exercise as the meter is set so deep in the ground but the company had recommended that we read the meter ourselves.
- (b) **Electricity Contract:** Noted that this was a fixed contract with Scottish Power until April 2027 and considered to be a good rate
- (c) **laido - Storage:** Noted that there was a new locked cupboard for laido within the right-hand store cupboard.
- (d) **Table Tennis:** Nicci Trudgeon had highlighted the availability of table tennis equipment in the last Village Voice but as yet there had been no response
- (e) **First Aid:** The Committee discussed the benefits of holding a first aid course at the hall, including the need to ensure that the defibrillator could be used when required.

9. Date of Next Meeting

Monday 27th April 2026 7.30 p.m.