

West Wickham Village Hall Trust Management Committee

Minutes of a meeting held in the Village Hall on 27th April 2026 7.30 – 9.05 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 23rd February 2026 were approved as a correct record, subject to an amendment to Minute 8(a) – **Water Contract**, to reflect the fact that the water company had recommended that we read the meter ourselves.

3. Chairman's Report

(a) Cambridgeshire ACRE

The final (March) payment from ACRE for 2025/26 had been received. It was noted that the coffee mornings would be paying £19 for hire of the hall from April onward, Stitch and Bitch and Arts and Crafts £20.

The Village Hall will remain as a member of ACRE and hope for support from that organisation in the coming months

(b) Alternative Sources of Income

The Committee noted that, following the discussions at the last meeting investigations had been made into the possibility of the NHS health group hiring the Hall as a community health hub, use by the U3A for badminton and to Weight Watchers for regular meetings. Another suggestion was for the hall to be used for band practice /rehearsals.

(c) Equipment

Mugs had been ordered and a new kettle obtained

(d) Fire Safety

The regular checking of fire emergency exits (unblocked) should be carried out once a month and Nicci and Andy volunteered to be in the rota for this. Fire alarm,

extinguishers and lights on the emergency exits should be checked quarterly. It was noted that one of the lights was currently not working. The committee discussed the most economic way of overcoming this problem as replacement of batteries was expensive

4. Treasurers Report

Helen Schuilenburg reported that there was £12,166.54 in the charity (current) account and £10,222.09 in the instant access account

It was noted that invoices for all regular users had been sent out and payments made. The Gardening Club paid by BACS whereas the Carpet Bowls and History Club paid by cheque

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5. Booking Secretary's Report

The hire agreements were currently being redrafted.

In relation to the promotion of the Hall, it was important for it to be in a prominent position on relevant web sites, including ACRE Halls for hire (Search Engine Optimisation).

It was noted that Indi had drafted text to accompany images of the Hall and had passed it to Martin for uploading.

An additional idea was to encourage other hirers to write reviews. It was hoped that the Chairman could persuade the leader of the Karate group to write a piece summarising their activities.

A request had been received to borrow a number of tables and chairs between 5th and 8th of June in relation to the forthcoming wedding of Georgie Salter and the Committee decided that 20 wooden chairs and a certain number of selected tables could be made available subject to checks relating to existing hirers.

6. Condition of the Hall and Consumables

- **Soap Dispensers:** to be ordered along with hand towels
- **A list of Consumables** and where to order them would be draewn up by Alex and Andy
- **Kitchen Cabinets:** It was agreed that the necessary repairs could be carried out in-house. Alex, Martin and Andy

7. Electricity

It was noted that the contract with Scottish Power did not expire until 2027.

The batteries from the solar panels had received zero charge between November and February and were to be checked (Martin)

8. Projector

The Gardening Club had asked the Hall Committee to consider purchasing a projector which could be used by the clubs and be available for private hirers. After considering the probable cost, the Committee **decided** that the Hall could not afford this. However, if the Gardening Club purchased a projector the wooden bar on the wall at the rear of the hall could be removed to provide an effective screen. The projector could be stored in the right hand storage cupboard but would not be covered by the hall's insurance.

9. Dogs in the Hall

Three complaints had been made relating to dogs which had been brought in to the hall on social occasions – notably hub nights. The following points were discussed:

- Whether dogs should be banned from the hall altogether, or for specific events
- Some people were allergic to dogs
- Others were nervous of dogs
- Children and elderly people attended the social gatherings and their interaction with dogs may give rise to unfortunate incidents
- The proximity of dogs to food and drink may be unhygienic, although it was noted that most pubs in the area were dog friendly
- The current terms and conditions prohibited dogs without prior agreement
- The possibility of creating a dog-friendly area during (say) a hub night

The Committee were minded to control the admission of well-behaved, house-trained dogs on short leads but no final decision was made and the matter would need to be discussed at the next meeting

10. Date of Next Meeting

Monday 22nd June 2026 7.30 p.m.