

Wickhambrook Memorial Social Centre

Minutes of the MSC Trustees' Meeting on Monday 14th May 2012 in the Pavilion lounge

The meeting opened at 7.30pm with Julia Walker in the Chair.

Present:

Julia Walker (Chairperson & PC) David Turner (management committee Hon member & Methodist Church),
Jim Field (Tennis Club), Snowy Addison (Snooker Club)
Michael Medcalf (Horticultural Soc. & URC Church), Gladys Alexander (Day Club)
Jim Fieldsend (Wickhambrook Players), Dorothy Anderson (History Society)
Alan Lightley (Carpet Bowls Club), Barbara Merritt (MSC Treasurer)
Steve Taylor (Secretary & Booking Manager).

This constitutes a quorum of the Trustee board. The topic of 'hire fee review' had been specifically raised at the previous meeting as being a significant agenda item for this meeting, and detailed information on current fees had been distributed for forward information in preparation for this meeting. There were no other Trustee Representatives present.

Apologies:

Jackie Fieldsend (WI & Neighbourhood Watch).

Documents available at the meeting

To inform the meeting and assist with discussions, a number of documents had been prepared with copies printed off for all Trustees to review during the meeting topics. These included:

Additional copies of the agenda

'Facilities, Hireable facilities and Associated Charges' listing all current hire charges and ad hoc charges.

Pelmet and Stage Front Carpentry, indicating the nature and cost of the proposed work.

The Liz Ellis Decorating Services detailed quote for the Main Hall upgrade.

Pelmet lighting design details and quote for installation.

The Booking Manager/Secretary's written report including details of the dangerous incident.

Details of the discussions with David King regarding external paving and footpaths, with a costing.

Minutes of the previous meetings (5th March 2012 and 30th April 2012)

The Minutes of both meetings were accepted, with the correction to the Minutes of the Special Meeting on 30th April that the play equipment planned for the Play Area is guaranteed for 20 years, and not merely 'intended to last for...'

Matters Arising

From the Trustee meeting on 5th March: The tree survey had probably found that no action was required and hence, it was surmised, the reason why there had been no feedback. Also, there has been no correspondence or apparent progress on the matter of the siting of a Jubilee Commemorative tree, a matter which rests with the Parish Council.

From the Special Meeting on 30th April: The arrangements for establishing a 'Play Area' lease, as discussed, are being progressed with a first meeting with a solicitor planned for 10am on Wednesday 16th May 2012, Barbara Merritt and Steve Taylor to attend. No representative of the Parish Council has been put forward to attend the meeting.

Reports

Chairperson

Current project progress.

Window blinds. Project completed.

Oil tank protecting wall. Project completed within the quoted cost of £780

Hall decoration. Quote received for decoration...	£1,350
Quote received for carpentry work...	£1,100
Quote in hand for pelmet lighting...	£339

Total for project as currently defined... £2,789

As the total (£2,789) is considerably less than had been anticipated, due in part to the reduced cost of the carpentry. It was therefore felt appropriate to discuss possible additional pelmet lighting schemes which could enhance the hall's facilities. The opportunity was taken to describe the alternative to the original pelmet upgrade woodwork, an alternative design which would save wasting valuable material, save considerable time and which accounted, in part, for the saving in costs. That alternative was well received and the meeting moved to a proposal and vote.

On a **Proposal** by Jim Field, **Seconded** by Snowy Addison, it was unanimously agreed to instruct the management committee to proceed with the hall upgrade project, with a ceiling budget of £3,500 +/- 5%, with the preferred design using additional 'top' timber as proposed by Mike Bailey.

Treasurer

Barbara was pleased to report that the recently received Council Tax bill, a charge which in all previous years has been waived by the Borough, had been the subject of further review by the Council, no doubt due to protests from village halls throughout the Borough, and had again been waived. So the MSC again has a 'zero Council Tax bill'.

Further good news is that by querying the increased annual insurance bill, formerly £2,543, but increased for the coming period to £2,775, a real reduction had been achieved down to **£2,518** which is less than the previous year's premium. For the Minutes, the meeting congratulated Barbara on the successful re-negotiation of the bill.

The current bank balances stand at:	HSBC....	£276.72
	Barclays...	£32,056.56

	Total cash assets...	£32,333.28

It was explained that if the HSBC account were closed, leaving the MSC with only the single (Barclays) bank account to consider in future, this would simplify the bookkeeping, the accounting and auditing, the reporting to committees and would avoid any future confusions, uncertainties, or repeated explanations to future Trustees and committee members.

On a **Proposal** by Jim Field, **Seconded** by David Turner, it was agreed unanimously that the HSBC account be closed and all funds placed into the Barclays account.

Booking Manager

A dangerous incident with the large round tables was reported to the meeting. As a consequence this raised the question of Health and Safety as a suggested regular topic on the MSC agendas. This met with general approval and the secretary stated that this would be the case for future agendas. On the matter of storing the banqueting tables, the booking manager outlined an idea whereby the tables could be stored vertically, perhaps in pairs, between retaining arms, and located at the back of the storeroom ready to roll straight forward and out into the hall. It was agreed to pursue this as a project and get costings. Meanwhile, the tables must remain on the stage as storing them vertically leaning against a wall creates a known and extremely dangerous hazard.

Anticipating the hiring of the hall for the school Christmas Show, it will be necessary to clear the stage of the accumulation of work-in-progress and other clutter. The ladders have been re-located into safer storage to remove one hazard from the stage. The tower platform will be removed when the hall upgrade project is completed. Wood, formerly used for blackout but now redundant, can be disposed of, and the recovered lighting equipment is due for cleaning and storing on the lighting loft. This leaves the Players' scenery as a problem to be resolved before next December. Jim Fieldsend will review the situation. Steve will help wherever practical.

Secretary

The secretary's report was delivered verbally to the meeting and is detailed in an attachment to the file copy of these Minutes.

Of particular note are:

1. To prepare for the management committee's review of the kitchen facilities required in a possible kitchen upgrade project in 2013, a 'footprint' of the kitchen area is being drawn up ready for widespread distribution to all kitchen users, to garner ideas and requirements. It is realised that not all requirements can be accommodated, and some compromises will be necessary, but it is important to get all ideas 'on the table' before making plans or proposals.
2. The Parish Plan. It is noted that 20% of respondents claimed not to receive the What's-On. This is of concern to the Trustees as the What's-On is intended to be, and has been assumed to be, an all-household means of communicating with the village. Alan Lightley volunteered to present a question to the Parish Plan committee at the 'Drop in' meeting (1pm Saturday 26th May 2012), on behalf of the MSC Trustees, asking if those who claim not to receive the What's-On can be identified, at least by location if not by name, so that any 'holes' in the distribution arrangements can be plugged. It was also noted that 143 people want the summer fete to be revived, although despite years of calling for volunteers in the Scene, from 2007 to 2010, there had been not a single response.

Hire Fees

An early draft of the existing hire fees had been listed in detail and distributed with the 5th March Minutes. For the period 1st June 2012 to 31st May 2013, the main points raised included:

Should we increase the hire fees, given the current economic situation?

The carpet bowls now pay £11.50 per hour, assuming the radiant heating is permanently 'on'.

There are many who benefit from the MSC facilities but make no financial contribution, eg JD Catering who use the car park every Tuesday to locate their Fish and Chip van.

The discussion covered many points of view, calling for special considerations, new charges, charges based on additional cleaning, charging for use of the car park, charges to be left unchanged, charges to reflect changed usage etc. The existing charges were considered individually and carefully, and a number of proposals resulted, with each voted upon. To avoid dissent with hirers, the booking manager abstained from voting on the hire fee rates.

Weekday hourly rates: **Proposed** by Alan Lightley and **Seconded** by Michael Medcalf that the hourly rates be left unaltered. Passed.

Weekend hire rates: **Proposed** by Jim Field and **Seconded** by David Turner that they be increased to £110, £165 and £525 respectively as listed on the hire charge sheet. Passed.

Farmers Market and Centre Café and the Day Club, were discussed together: **Proposed** by Alan Lightley and **Seconded** by Barbara Merritt, that the existing charging arrangements remain unaltered. Passed.

Football Club: It was noted that there remains an additional cleaning liability on the field, car park and changing room area. **Proposed** by Dorothy Anderson and **Seconded** by Barbara Merritt that the annual charge for 2012/2013 (1/6/2012 to 31/5/2013) be £330. Passed.

It was also agreed that the Football Club secretary shall be asked if the West Wrating club, or any other group holds a key to the premises or borrows the Football Club key, or uses the premises or MSC recreation field for games or practice, or claims to be part of the Wickhambrook Football Club.

Wickhambrook Players: As it was unlikely that the Players would in future use the hall for a 17-day period, it was agreed that a day-rate would be more appropriate. **Proposed** by Jim Fieldsend, **Seconded** by Jim Field, that a hire rate for the Players be set at £80 per day. Passed.

Horticultural Society: **Proposed** by Michael Medcalf and **Seconded** by Dorothy Anderson that the rate for the Flower Show be left at the existing £70 for the 2-day hiring.

Bar charge levied on Chris Gray: **Proposed** by Snowy Addison and **Seconded** by Dorothy Anderson that the existing rate of £40, which is levied on 'worthwhile' bars, remain unchanged. Passed.

All other hire charges: **Proposed** by Jim Field and **Seconded** by Barbara Merritt that any/all remaining hire charges such as field hire, be left unaltered. Passed.

A.O.B.

Repairing the surrounding paths, paving and external ground area outside the kitchen are currently under review by the management committee. Given the heightened awareness of H&S issues it was decided to address this matter ahead of the normal discussions within the management committee by stating that the £1,500 quote offered by David King for various works is acceptable to the Trustees and that the management committee can proceed as they decide without further reference back, unless the costs are significantly higher. On a **Proposal** by Snowy Addison, **Seconded** by Jim Fieldsend, this was agreed unanimously.

Next meetings.

The dates of future meetings were not discussed and remain as previously agrees:

Management committee: **Monday 11th June 2012**

Trustees: **Monday 2nd July 2012**

The meeting closed at 9.35pm.

End of Minute.

Signed

Date