

Wickhambrook Memorial Social Centre

Minutes of the Trustee's meeting on 2nd June 2008 in the Pavilion Lounge

The meeting opened at approximately 19:40

In an attempt to keep the Trustees up to date on ongoing subjects, additions to the meeting are being inserted as notes at the end of relevant sections.

Trustee's present

Patrick Colvill (Chair), Margaret Colvill, Deidre Smith, Snowy Addison, Gladys Alexander, Michel Medcalf, Linda Newall, David Turner Stan Bates.

Apologies received from

Jim Field, Jim Fieldsend, Julia Walker, Steve Taylor.

Minutes of the previous meeting

The minutes of the previous meeting (7th April 2008) having been previously distributed were taken as read and approved

Matters Arising

None

Chairman's Report.

Gentleman's Toilets

The chairman gave an update on the situation with regard to the gentleman's toilet facilities and explained in detail why certain decisions had been taken. These were to do with the tiling and problems that had been encountered during the refurbishment.

To have tiled to the ceiling would have cost an extra £1000 (approximately). This cost together with the probable desire to redecorate in 5-10 years time made the idea of floor to ceiling tiling basically untenable, the tiling company (Mike from the Doctors Barn) also advised against going to the ceiling.

It had been found that the main cause of the smell in the toilets was urine contamination of the original floor, this floor had to be replaced and it was decided that this would be a better use of limited resources

It was also noted that the builder is doing 2 other jobs at the same time as our contract, this plus problems with material suppliers had lead to a late start (last week of April) and an over run of the job. This had been expected as the builder had taken this job on the understanding that it was going to overstretch his resources. Failure to accept these conditions would have stopped the project from being started and hence whilst looking for yet another Builder could have cost us our funding.

It was stated that the toilets are now actually operational but cannot be formally used until final completion due to H & S requirements, however the facilities will be available for the next major Hall booking albeit with 95% or more of the work completed.

(N.B. at the time of writing these minutes it is now expected that the toilets will be fully completed by Friday 13th June.)

Bar

The chairman has received reports that it would be illegal for any members of the committee to install the new lighting for the bar area. To do so could invalidate not only the insurance of the hall but also to invalidate the insurance covering the actions of the Trustee's. Should there be a problem with the wiring which in turn lead to court action then there would be the possibility that all of the Trustee's could loose their homes over that action. It was therefore unanimously agreed that an electrician should be employed to undertake the actual wiring and fitting of the lights which have already been purchased.

It was also stated that we have now learnt that the tiles on the floors of the Bar room, Kitchen and Main Foyer contain asbestos. At present there is not a problem with this, however if the tiles were to be removed then this will have to be done by a specialist company who would also be responsible for their disposal. To overcome the H&S issue regarding some broken tiles in the bar area and kitchen, a solution of self levelling compound will be applied to the broken tiles to overcome the trip hazard. This being a first attempt to see if the solution will stay in place before attempting more costly methods; this action was agreed unanimously.

Field

The chair reported that of the 150 plants purchased for the hedge, approximately 15 look as if they are dead; they will be replaced by using the stock from the 'nursery' in the autumn.

(N.B. some of the 'dead' plants have now started shooting and so it will be left before deciding on any action.)

General

The PAT tester has been purchased and Pat testing is now underway. So far Patrick Colvill has done the course, it was suggested that at least 4 other Trustee's do the course to ensure there is a pool of members who are capable of testing equipment. Any Trustee doing the course can take an exam at the end, this is not a requirement, but if any member decides to take the exam and passes they would then be certified and receive a certificate. The course that came with the PAT tester allows just one person to take the exam. Should more than one member wish to take the exam then we would need to purchase additional courses.

Note it is felt that Member's should come from the clubs that use electrical equipment in the hall i.e. Players, Youth Club etc., as well as general members so that they can do any testing that maybe required as and when necessary.

Treasurer's report

The finances of the hall are healthy however due to the ongoing building work they have taken a hit at this time, the grants will only be paid when the work has been completed and a final invoice has been produced.

Main Hall account	£1,782
Supporters Assoc	£13,068
Woolwich BS	£11,900
Barclay's	£1,186

£3000 will be transferred from the Supporters account to the Main account to cover any incidentals.

Booking Manager's report

Having read the report circulated prior to the meeting, a discussion took place from which the following was agreed.

The Tuesday evening booking would be left with the indoor bowls club, but that the following alternatives would be offered to the Ballroom dancing

- Bar Room on a Tuesday (thought not to be practicable)
- Main Hall between 20:30 to 22:00 on a Thursday
- Main Hall from 18:30 to 20:00 on a Wednesday.

It is hoped that one of these would be of use to them.

(N.B. Since the meeting these proposals have been put to the Ballroom Dancing who have rejected all offers and requested that we send them an account up to the end of June and they will not be returning.)

Vice Chairman's Report

Again the report had been circulated prior to the meeting so the discussion that took place was in line with the content of the report. From this discussion it was decided that two projects should be considered.

1. That the cost of a gate (either wood or metal) be investigated, this to be positioned between the oil tank and the road.
2. The possibility of obtaining second-hand railings with finials and a metal gate to enclose the tank.

It was noted that at present the tank does have a secure padlock and for the present this should be enough to stop opportune thieves. As a secondary measure it was decided to keep the level in the tank low to make it less attractive to thieves.

It was agreed that a sign would be obtained to say that there is not a legal right of way to the land owned by the WMSC.

Meetings

Due to the perceived need to keep the trustee's better informed it was agreed that the number of trustee's meetings would be increased starting with the management meeting in August being changed from a management meeting to a trustee's meeting.

Please note it is hoped that the future meetings will be better represented.

AOB

Notification of Trustee's

It was mentioned that the practice of sending a nomination paper to each club or interested party appears to have ceased, it was agreed that this should be reintroduced before the next AGM.

Football club shed

Although no-one from the football club deemed to appear at the meeting, they have put in a request for information as to what is going to be done about the wind damage to the shed. It is not known if the building is the responsibility of the football club or the WMSC. But it is believed that it is not insured by the WMSC but the questions will be asked. **However if it is insured under the WMSC policy then it will be up to the football club to do the work for a claim. WMSC personnel do not have time to do that work.**

Hall Electrics

A question has arisen as to how long it has been since the hall and buildings were tested for electrical safety. David Turner agreed to approach Richard Pettit to request an inspection.

Past documentation

A need to be able to interrogate past records has arisen (see above) and David Turner agreed to speak to Pamler Bloomfield to see if she has retained any past documentation and if so to collect it from her.

(N.B. these have now been collected.)

Earth wire

It has been noted that the earth wire near to the ladies loos has been pulled off again; Margaret agreed to get the builders to reinstate it however this will be charged.

Bus shelter

A request to put a bus shelter in between the tree and the telegraph post on WMSC land has been received from Jane Midwood. It was generally felt that this would not be a good idea and was rejected. However alternative suggestions were made and it was felt that in principle it was a good idea to put it beside the Wickhambrook sign as this is near to where busses stop at the present time. If however this was not practicable then the ground between the car park entrances could be used. Patrick Colvill to reply offering these alternatives.

Main Foyer

We have been donated 130 new carpet tiles which it has been calculated would be enough to carpet the foyer from the snooker room to the ladies toilets. It was agreed that this should be done before the presentation for the opening of the gentleman's toilets takes place. As this will need to be glued down it may be necessary to employ a carpet fitter to do the work. The use of Hippo carpet will not be done initially to see how dirty the carpet gets due to normal use. Gladys stated that the vacuum cleaner that has been provided will be good enough to clean the carpet when laid.

N.B. A carpet fitter has been approached and they have stated that the use of the Hippo carpet is strongly recommended as the new carpet tiles could be

irretrievably damaged. As this is contra to the agreed action it is required that the Trustees vote on a potential change of policy before the next Trustees meeting. It is therefore requested that the Trustees indicate whether they are in favour or not within one week of receiving these minutes. This can be done by either phone, email, or in person to either Patrick or Margaret Colvill on 01440 821367 or patrickcolvill@talktalk.net.

The meeting closed at 22:00