

# Wickhambrook Memorial Social Centre

## Minutes of the Trustees' meeting on 4<sup>th</sup> August 2008 in the Pavilion lounge

After refreshments courtesy of the Centre Café the meeting opened at about 7.40pm.

### Trustees present

Patrick Colvill, Margaret Colvill, David Turner, Linda Newell, Roz Clarry, Julia Walker, Jackie Medley, Michael Medcalfe, Gladys Alexander, Stan Bates, Jim Fieldsend, Jim Field, Steve Taylor.

Apologies received from Snowy Addison, Esme Jolland.

Member of the public present None

### Minutes of the previous meetings

The Minutes of the previous Trustees meeting (2<sup>nd</sup> June 2008) were read at the meeting.

### Matters Arising

- The toilet upgrade is finished, apart from some 'snagging'.
- MSC documents would be better kept in a cupboard on the premises.
- 15 or so of the hedging plants have not survived. Soil conditioner is to be spread around the plants.
- PAT is almost complete.
- Awaiting response from the Parish Council regarding the MSC suggestions for the siting of a bus shelter.
- Hall electrics: Work to proceed on a number of small tasks listed for the meeting.
- 130 new carpet tiles have been acquired and are destined to be laid in the foyer and corridor.
- The matter of a replacement for the vandalised football hut remains unresolved. It was suggested that for a few hundred pounds a 'half-container' could be acquired. Jim Field volunteered to investigate the likely cost and availability. This will be an item on the next agenda, when Jim will have available a photograph of a 'half-container' to assist the discussion. Steve T is to write to the football club secretary to ask how much space they need for field equipment storage.

### Chairman's Report

All significant points are addressed in the agenda to be discussed later in the meeting.

The proposed 'No Right of Way' sign is to include a statement 'No Access for Unauthorised Vehicles'.

### Treasurer's Report

The accounts for the period 1<sup>st</sup> June to 31<sup>st</sup> July 2008 were presented.

A grant of £7,700 is 'in'. A further £1,000 will be granted when the toilet upgrade work is completed.

The full report is on file with the Treasurer.

It was suggested that the £40 'use-of-bar' fee which is levied on Chris Gray for each pay bar event could be reviewed.

It was agreed by everyone present that the Minutes should record an appreciation, a 'Thank you', to the Wickhambrook Players for their donation towards the cost of the toilet upgrade, and a letter of thanks is to be sent.

### Booking Manager's Report

- (i) The sub-£500 quotes for a) the accumulated H&S and maintenance work and b) the bar servery lighting work were presented and the recommended contractor was agreed.
- (ii) Quotes are being sought for the building electrical testing. As this testing is overdue, it was proposed by Jim Field and seconded by David Turner, that the management committee could go beyond the normal £500 limit and accept the most appropriate quote without further reference to the Trustees.
- (iii) Available hire dates for the hall have been published in the What's-On. This has resulted in an additional successful booking.
- (iv) There has been an objection to a notice posted on the MSC foyer notice board. The action in removing the notice was approved. Correspondence with the police and the Borough Licensing Dept was shown. The police have contacted the organisers of the pressure group most likely to be responsible and there is unlikely to be a repetition of a similar incident. The hall remains as a service to the whole community and stands apart from any partisan activity within the community.
- (v) The viability of the Farmers Markets was discussed. Having heard the details of the organisational and financial situation, the Trustees agreed to leave it to the judgement of the management committee to pursue the best course of action. It was agreed that it would be a good thing generally if the markets and the associated Centre Café could continue.
- (vi) The Wickhambrook Charity Fund-Raisers have asked for the free use of the hall on New Year's Eve for their charity fund-raising dance/party. There are many local charities which could make a similar case, but, it was stated by members of the management committee, if the volunteer work put into running the hall is to continue, it requires that the income is used for the MSC and not for other charities. As they have also booked the hall for Saturday 4<sup>th</sup> July 2009, the first day of next year's Week-of-Events for which there is no charge, it was felt that one free offer was sufficient. Thus the booking on 31<sup>st</sup>

December 2008 is to be at the normal hire charge and the booking on 4<sup>th</sup> July 2009 is to be free of charge. This was agreed on a vote proposed by Patrick and seconded by Jim Fieldsend. The policy of the hall remains that, as a charity itself, it does not offer free use of the hall for anything other than truly exceptional events

### **Wickhambrook Show 2008**

The organising of the fete took a lot of the volunteers' time. The Show was agreed by everyone to have been a great success. A similar format would be appropriate for next year. An inaugural '2009 Show Organising' meeting, which is open to everyone, will be held in the Pavilion lounge on Wednesday 24<sup>th</sup> September.

### **Project progress**

Due to other commitments such as the Show and summer activities with families, projects have been largely 'on hold' for the past 2 months. It is expected that progress will resume in September. It was also felt that, given the good progress to date in several areas, and the changes of priority with the passage of time, it would be appropriate to review the necessary work and draw up a new project list.

It was agreed that a questionnaire should be attached to the Minutes.

- ***Note from Minute-taker: As no guidance was given at the meeting, this action is held over until the next management meeting.***

### **Roof Fund**

Patrick reported that serious consideration was being given to the opening of a roof fund. In fact some funds had been received which required the opening of a special bank account in order to pay in a cheque. It requires the early appointment of a structural engineer to survey the roof to give an accurate assessment of the level of work required for structural safety and for heat insulation.

### **Double Glazing and Insulation**

This was raised as an example of the type of project which, given the rising heating costs, has become perhaps more urgent than previously thought. It was suggested that this could be an appropriate use of the monies raised by the fete.

It was agreed that given that the Main Hall is the principal problem, quotes for additional insulation should be obtained for presentation at the next Trustees meeting.

### **Cost of Scene production**

Currently the Scene costs £1 per copy.

Margaret agreed to look for more competitive quotes and will liaise with Jo Mitchell and Maria Sumner.

### **Nomination of committee members**

We need volunteers.

As previously announced, Steve intends to leave the post of Booking Manager at or shortly before the 2008 AGM. This will be effective on and from 31<sup>st</sup> October 2008. To assist future committee members the administration procedures for hall bookings and maintenance routines are being written up and will be presented at the next Trustee meeting.

### **AGM**

All organisations are to be notified of, and invited to, the MSC AGM on **Monday 10<sup>th</sup> November 2008**.

It was suggested that the fete committee people could be involved in management of the hall.

### **Future meeting dates**

The following dates were confirmed:

#### **Management**

**Monday 8<sup>th</sup> September 2008**

**Monday 3<sup>rd</sup> November 2008**

#### **Trustees**

**Monday 6<sup>th</sup> October 2008**

**Monday 10<sup>th</sup> November 2008 (AGM)**

### **A.O.B.**

There is a need for central file storage, within the MSC building, to prevent the problem of records and archives being scattered across the community and effectively lost. Use of the storeroom off the Main hall was proposed.

Meeting closed at 9.45pm.

Signed .....

Date .....

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### **Call for agenda items.**

*Currently scheduled, there are 2 management committee meetings, one Trustee meeting and then the AGM.*

*Items for the agendas for any of these meetings to me please as early as possible. Steve T. 01440 820520*