

Wickhambrook Memorial Social Centre

Minutes of the Trustees' meeting on Monday 7th September 2009 in the Pavilion lounge

After refreshments the meeting opened at 7.35pm.

Present: Patrick Colvill, Margaret Colvill, Jo Mitchell, Jackie Medley, Jim Fieldsend, Jim Field, Roz Clarry, Linda Newell, Michael Medcalfe, Gladys Alexander, Alan Lightley, Stan Bates, David Turner, Steve Taylor

Apologies received: Julia Walker, Snowy Addison

Minutes of the previous meetings: The Minutes of the previous Trustees meeting, having been previously distributed, were reviewed.

- The Pavilion patio door can be replaced in toto at a total cost of £850 (without 'strings').
- CCTV – nothing to report
- Internet: The router has been set up and is giving a good wireless signal throughout the premises. The laptop computer has not yet been provided. The final set-up will be formally celebrated on a date yet to be set.
- The 2009 Show. It has been widely acknowledged to have been a success. The Air Cadets made a good contribution.
- The donated A3 colour printer is working well.
- Trestle tables. The tables have been the subject of an unfavourable internal H&S report. Prices for replacements have been sought. The H&S implications are noted and the investigation is ongoing.

Chairman's Report:

The existing suspended ceiling of the Main Hall could be replaced by plasterboarding. One estimate has been received. This could be part of a wider-ranging roof/insulation/ceiling project.

Treasurer's Report:

A written report was provided to all present. A copy is attached to the file copy of the Minutes.

Booking Manager's Report: A verbal report was given to the meeting.

- Two 18th birthday parties have been booked. The full 'damages bond' has been required for both bookings plus the nomination of responsible adult to be the Event Manager.
- The settlement of the Theatre Royal commercial arrangement is outstanding. It has become clear from conversations with committee members of other village halls that the financial department of the Theatre Royal is in a muddle over the 2009 Rural Tour. The matter has degenerated to a laughable state and is being monitored and pursued by the Booking Manager.
- More keys are being ordered to support the current level of hirings.
- A band has booked the Pavilion lounge for practice. There has been some negative feedback from their early practices. The band organiser has been warned that further complaints will result in future hiring requests being refused. This situation is being monitored closely.

A request for a stock of timesheets was noted.

From a discussion about the hire fees which followed it was generally recommended that the Main Hall hire fee next year should remain at £9.

Carried forward from 6th July

- a) Damaged patio door. Reported above
- b) CCTV. Reported above
- c) Colour printer. Reported above
- d) Car park lineage.
- e) Change of electricity supplier.
- f) Trestle tables. Reported above.

Internet access

Reported above

Bus shelter

No Minute recorded.

Scene design

It was commented that the existing design is dated.

Stansfield's magazine is good.

It was stated that Stansfield makes a profit on their free-to-all-households magazine of £2,000 per year.

The Scene has 36 pages of adverts and 24 pages of editorial.

From a discussion of the relative advertising charges it was noted that the charges are broadly similar, but compare the page sizes.

A comprehensive report on the editing, compiling and printing of the Scene, with costings and explanations of the voluntary work involved, and the rationale for the choice of printer, was presented by Jo Mitchell.

There was no decision to change the style or format of the Scene at present.

Proposal by Jim Field that the advertising charge be increased by 50%

Seconded by Alan Lightley. Carried unanimously to take effect from 1st January.

The subject of members' subscriptions was raised. Members of the Supporters Association pay £8 per year and has remained at this level for many years.

Preparations for the AGM

The need to prepare for the Service of Remembrance was stated.

Gather as before at 7.15pm in the Main Hall.

AGM agenda

Items for the AGM agenda to be given to the secretary in time for the agenda preparation at the end of October.

The panto hire fees for 2010 were not discussed and set as intended. The hire fees for the 2011 panto are to be discussed by the Players and the MSC management committee.

A.O.B.

1. The ground outside the kitchen is a noted and unacceptable hazard to hall hirers and employees. An estimate of £360 has been received. With labour costs an effective solution could be achieved within a total estimated cost of around £500 or £600.

Proposed by Steve Taylor and seconded by Jim Field that the corrective measures discussed should be pursued to a costed project to bring to a Trustee meeting for review for approval.

2. Heating oil is available at 31.97p/litre. On the question of filling the MSC oil tank, the consensus was that the tank should be filled at that price.

3. It was suggested that Angela Austin be approached to pursue fund-raising for the roof fund. The received unanimous approval with expressions of thanks to the Players for their generous act being recorded for the Minutes.

4. The donation of £2,700 to the MSC was formally noted and the appreciation of the Trustees is noted. It was suggested that the donation be applied to a specific project so as tie the donation to an identifiable achievement for future appreciation. It was agreed that the donation should go to the roof fund.

5. Patrick announced that he would stand down as Chairman at the AGM. Similarly, Margaret will stand down as Treasurer at the AGM.

Next meetings

Trustees: Monday 9th November (the AGM).

Management committee: Monday 5th October 2009. Monday 7th December 2009

The meeting closed at 9.40pm

Signed

Date