

# Wickhambrook Memorial Social Centre

## 2011 AGM Minutes

Meeting held at the MSC on Monday 7<sup>th</sup> November 2011. A copy of the agenda is attached to the file copy

### 1. **Tribute to the Fallen**

The meeting opened at 7.20 with the customary reading of names in a Tribute to the Fallen of Wickhambrook, close to the Memorial Plaque in the Main Hall. This was concluded with a Minute of Silence.

It was noted and appreciated by those Trustees who were present that the youngsters waiting to continue with their Youth Club activities sat in respectful silence during the brief ceremony. They were thanked for their co-operation, and it was commented that the children and their parents, can be proud of the mature attitude they showed.

### 2. **Present**

Julia Walker (Chairman), Barbara Merritt (Treasurer), Steve Taylor (Secretary and Booking Manager), Gladys Alexander (management committee member), Stan Bates, Roz Clarry, Di Haywood, Jackie Fieldsend, Jim Fieldsend, Dorothy Anderson, Michael Medcalf, Jim Field, Snowy Addison. Barbara Seabrook (visitor). An apology was received from Alan Lightley who was unable to attend due to ill health.

### 3. **Minutes**

The Minutes of the 2010 AGM were briefly reviewed for any outstanding matters, and were approved unanimously

### 4. **Chairman's Report**

Julia reviewed the main points of progress during the past year and congratulated the outgoing management committee for the successful completion of the grant-assisted projects which were taken on during the early months of the year and planned and overseen during the summer. It remains a matter of regret that there was so little committee support from the community.

### 5. **Treasurer's Report**

A copy of the report was given to each Trustee at the meeting. It was noted for the record that the combining of the MSC and Supporters Association accounts had made the bookkeeping and auditing easier.

### 6. **Secretary and Booking Manager's Reports**

To save meeting time, copies of both reports had been distributed a few days earlier, along with the agenda. It was noted that the hire income for 2010-2011 was slightly down on the previous period 2009-2010. The difference was within the variation expected due to the random delays in invoicing, payments being received and monies forwarded to the treasurer. Nevertheless, the low level of weekend hiring and the cessation of the Body Rock activity were matters to be addressed in the coming year. It is intended to re-visit the idea of a 'Welcome to Wickhambrook' pack for newcomers to Wickhambrook.

### 7. **Open Forum for attendees at the meeting**

The overcrowded state of the Main Hall storeroom was raised. It is a common problem with all community halls that the requirement for storage always outstrips the available facilities. In the case of storage within the MSC it was suggested that this overcrowding might be due in part to an accumulation of unwanted and unclaimed material and in some cases of things being stored which are only used annually, or are better stored in an 'archive' location where access is seldom, if ever, required. It was agreed by the meeting that an effort would be made on Saturday 19<sup>th</sup> November, starting at 10am, to review what is being kept in the storeroom and to dispose of whatever can be identified as rubbish or for which no ownership can be confirmed, and to relocate any long-term storing to more appropriate places. The purpose of the clearout is to make the storeroom more easily accessible, and useful, for the frequent users and to make space for the management's admin, and possibly cleaning equipment and materials. Organisations using the storeroom are invited to take part so as to advise on appropriate weekly and long-term storage requirements and to assist in the general tidying.

## 8. **Scene layout**

The Scene editor (Jo Mitchell) has some ideas to make the Scene more interesting and of greater benefit to readers and advertisers. Some of these ideas were presented to the meeting and it was agreed that Jo should be given free reign, in the manner of a truly independent editorial role, to change the layout in any way which will freshen up the village magazine.

## 9. **Promotion of the Supporters Association**

The management committee were concerned that with the recent concentration on the building improvements, and, having received a couple of enquiries from Wickhambrook residents who were unaware of the Scene or village activities, that the Supporters Association might benefit from some promotion or publicity. It is known that Margaret Colvill manages the Draw, but as there is no routine report from the active people within the SA, the workload on the distributors and collectors goes unrecorded at any Trustee meeting, and perhaps unappreciated by the wider community. Also, the payments made to distributors/collectors have not been reviewed at any MSC meeting in recent years. From the discussion it was learned that Gladys and Roger Alexander have for many years been the sole collectors of the Scene and What's-Ons from the printers, and have delivered sorted and counted bundles to distributors for delivery to members or for house-to-house deliveries. Gladys agreed to provide Julia with a list of the collectors/distributors so that they can at least be sent a seasonal 'Thank You' for their efforts which otherwise go unrecorded. This met with general agreement.

## 10. **Radiant heating**

All Trustees had been sent instructions on the operation of the heating controls, as part of the Booking Manager's report. The management committee had recommended a charge of 50p per token, to largely offset the cost of the electricity. This was discussed and with some reservations that a figure of 60p would be better as that would fully cover the cost of the electricity (at today's prices), following a Proposal by Jim Field, Seconded by Stan Bates, it was unanimously agreed to levy a pre-payment charge of 50p for tokens taken in packs of 10 (ie £5 per pack), and to review this at a future date in the light of experience gained and the future costs of electricity.

## 11. **Window blinds**

With the window areas now clear of contractors' installation work, the subjects of a) the repair and refurbishment of the window reveals, and b) window coverings, were current topics within the management committee. Repair and refurbishment work, which will require the use of the tower platform, needs to await the end of the imminent seasonal users' hirings. Vertical blinds are the clear preference for the coverings. These will need to be fireproof to meet licence regulations and largely opaque to be effective for day-to-day hirings. It will not be feasible to achieve total blackout, but the reduction of direct sunlight and the ability to sometimes reduce ordinary daylight to a minimum will meet many hirers' requirements. Installing window coverings will need to fit in with other restoration work, and this will be scheduled by the management committee. The reason for not re-installing curtains was questioned, but as this, and the location of the radiant heaters had been previously discussed and agreed in committee, the point was not pursued. Two quotes received to date indicate a cost of around £1,000 to £1,200. On a Proposal by Stan Bates, Seconded by Jim Field and passed without dissent, the management committee was instructed to take this work to a conclusion. It was later confirmed that a third quote was to be obtained.

## 12. **Jubilee celebrations**

The booking manager confirmed that to date no-one had booked the MSC for a celebration. The question of re-locating the Queen's portrait picture had been discussed in management committee, and a location at the end of the hall was approved by the Trustees. It was hoped that if a celebration were organised, that it might result in an updated portrait picture being made available. Dorothy stated that the WI was preparing to provide cakes, tea etc for any celebration. No-one present was aware of any local jubilee preparations, but on a Proposal from Jim Fieldsend, Seconded by Barbara Merritt, it was unanimously agreed that the MSC would be made available free of charge for one celebration event provided it was held on one of the national celebration days June 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> or 5<sup>th</sup>. The secretary is to inform the school of this offer.

## 13. **Oil tank protection**

A proposal from the management committee that the tank be protected from significant risks, which are being constantly highlighted by police information, by a single wall alongside the exposed side of the tank was discussed in detail. A provisional rough estimate of £400 had been given as a guide by one local builder. The benefit of providing a totally enclosing wall were discussed and preferred. On a Proposal by Jim Field, Seconded by Snowy Addison it was agreed that a wall shall be built to surround the tank to prevent, as far as possible, attack through the sides of the tank. That will leave other methods of attack to be addressed.

**14. Key Register**

A copy of the first page of the Register showing the holdings of the high security keys giving access to the MSC external doors was distributed with the agenda for review and updating or correction as necessary. Four records were amended. The record of keys 11, 12 and 13 is unreliable, the keyfobs having been lost and one unidentified key broken. It was explained that one of these keys is kept in an external box to be readily available to members of a club. Key number 28, formerly the Day Club key, is now held by Barbara Seabrook. The keyholding by the Football Club (17 and 18) remains uncertain.

**15. Election of Trustee Representatives**

No Representative had been notified beforehand as requested. By general agreement it was accepted that all current Representatives would stand for the 12 months November 2011 to November 2012.

**16. Election of Officers and Management Committee**

In the absence of anyone standing for election, the present incumbents were elected nem con.

**17. Dates of next meetings**

The following dates were agreed by all present:  
Management meeting 5<sup>th</sup> December 2011  
Trustee meeting 9<sup>th</sup> January 2012  
Management meeting 6<sup>th</sup> February 2012  
etc – on alternate months  
Next AGM Monday 5<sup>th</sup> November 2012

**18. A.O.B.**

David reported that he had received two quotes for tree lopping. £700 from one contractor and, from David King, £300. It was agreed by all that David should engage Mr King to do the necessary work on the trees alongside the Club Room.

The meeting closed at 9.20pm

Signed .....

Date .....