

**Minutes of ordinary meeting of Trustees of the Village Hall Kingsdown on Tuesday 11th October 2016 in lower Hall at 7.30 pm.**

1) Record of members present:

Mrs Sharon Morris	Chair (MS)
Mrs Jane Banks	Secretary (JB)
Mr Simon Longland	Treasurer (SL)
Mr Nick Hansom	Village Representative (NH)
Mrs Anna Taylor	Pre-school representative (AT)
Mrs Carol Fowler	Parish Council Representative
Mr Mike Glavin	Non- trustee Maintenance Officer (MG)

2) Apologies for absence from Mr Alan Smith, and from Mrs Val Trewartha

NH volunteered to take the minutes

- 3) There were no amendments to the minutes of the previous meeting on 6th September 2016. The minutes were agreed as a true and accurate account: proposed by (CF) and seconded by (SL)
- 4) There were no matters arising.
- 5) Maintenance Report (MG)

It was noted that faulty parts to the hoover had been replaced.  
MG had cleared the ivy away from the rear of the hall.

It is noted that the trees belonging to Kingsdown Holiday Park lose a lot of leaves that fall onto the flat roof at the rear of the Hall. SL had written to Jo Treadgold (an employee of KHP) asking them to bring down the overhanging branches, but has not heard. He will make another approach, notifying them that if they do not cut the branches themselves we may do it and charge the Park.

MG to get quotes to dampproof the area of wall between Hall and neighbour "Old School House". The part of the wall affected is between the kitchen and the Cupboard used by the Table Tennis club, including the return, all in all estimated to be 5 metres long. MG will get 2 quotes, and after receipt and agreement of quote, an approach will be made to landlord of that property.

The preschool group has asked for hooks to be put into the walls of the lower Hall (understood to be about 5 or 6 in number). This was agreed.

MG will repoint small area of wall immediately outside the front door where the grouting has fallen out. Agreed

MG to apply preservative to the intermediate fence and gate as it appears in need. Agreed

MG has a certain amount of exterior white and black paint left over from the roof job, and proposes to paint the front wall (where the front door is), and the black bottom border, as well as the doors. This was agreed.

MG will put up the new post box, when bought, before painting the front wall.

#### 6) Treasurer's Report

SL has looked into the purchase of a new postbox. He showed the examples and it was agreed that a model costing £27.78 plus p+p would be bought.

SL to give JB the paying-in book.

SL has given a gas meter reading to British Gas, and estimates the cost of gas to be £100 per month. SL will continue dealing with the change of gas supplier at a less busy time.

The monthly statement shows a balance of £13819.30.

SL will get forms from the bank to add the number of signatories for the bank account. It was proposed that all Trustees be added as signatories if they agreed. All those present agreed to be added, namely NH, SM, CF, and AT. AT asked that the addition of her name await the outcome of the preschool group AGM which takes place on 17th October 2016.

SL has received request for renewal from the music licensing authority PRS. No cost appeared in the notification but as it is necessary for the Hall to have this licence it was agreed that he would find out how much it will be and to pay. This was agreed.

NH to ask Inspection Services about their bill for Fire Extinguisher Check

Treasurers Report was agreed by all: Proposed by AT; seconded JB

7) Internet: AT reported that progress had been made on the acquisition of fibre internet connection. It was agreed that the cost (estimated at £36 per month) would be paid equally between preschool group and the Hall. Agreed proposed SM; seconded CF.

#### 8) Communications and bookings:

In the absence of the Vicar the Sunday booking contact is to be Liz Bembridge.

JB said that she had experienced some difficulties with one hirer and confirmed that she had made that person aware that no access would be given to the Hall, neither would a key, nor code for the key-safe, unless payment for the booking had been made in advance and the appropriate booking form had been completed. This is consistent with the dealings with all potential hirers.

JB has new bookings including a Monday evening "low impact yoga" sessions, as well as requests for private parties etc, but a yoga class on Tuesdays has finished.

9) Grant Application: NH reported that all the necessary paperwork had been submitted and we are awaiting their decision.

The financial policy document that had been amended by NH and previously circulated to all Trustees and agreed, was produced and signed by those Trustees referred to in it, and dated 11th October 2016. SL agreed to post it on Google Drive. NH said that this document may be called for by the grants people. The adoption of the financial policy document was agreed unanimously. Proposed by NH, seconded by JB

Thanks were expressed for work done on this by NH

NH handed CF a pamphlet from the grants people about publication and she agreed to take on that responsibility.

NH will look at the Reserves policy document sent to Trustees in draft and report back.

#### 10) Reports from User Groups

AT reported that the pre-school buzzer will be replaced by MG

AT reported that as a result of a consultation carried out by pre-school, many parents said they would like that association to provide longer hours: Until later in the afternoon (2.45pm). The group is thinking of starting a trial period when they will extend the afternoon for 2 days a week. After discussion with bookings officer it seems that Thursday and Friday afternoons are completely free (Wednesday afternoons a singing group uses the hall 2-3 o'clock, and The WI sometimes uses it on Monday afternoons.) JB said that Pre-school can begin at 8am if it wishes as this is permitted by the Premises Licence.

Pre-school will decide what they want to do.

AT said that she was unsure whether she would remain chair of the Pre-school Association after the AGM, and therefore whether she would remain as their representative Trustee.

#### 11) Fire Health and Safety Assessments

NH said that the fire extinguishers had passed the test

The electric PAT tests had been carried out. The Fridge in the lower Hall failed. It was an old fridge and it was agreed to ask MG to dispose of it, and to put shelves in its place.

The restriction imposed previously against the consumption of food and drink in the lower Hall was discussed, and it was agreed to lift it. It was confirmed by SM and another that the building control requirement for 2 doors and a space between a cooking area and a lavatory no longer applies, thus allowing for the preparation and consumption of food and drink in the kitchen area.

Proposal to lift food consumption restriction; proposed JB; seconded AT. Passed unanimously.

#### 12) Any Other Business:

CF said she would be away for next meeting. That any communication with the Parish Council should be made to the Parish Clerk, and copied to its representative. She explained that difficulties at the PC meant that payments were not being made (including hire charges for the Hall) but hoped this would be put right soon.

The project for storage over the gents and disabled lavatories was discussed. SL suggested that if the grant application were successful this project should be begun.

JB said that she found it hard to hear the PC councillors in their meeting. CF thanked JB for the feedback. NH said that the PA system worked adequately and was available and should be used.

JB said that 2 round and 2 rectangular tables had been delivered. Those who had seen the tables said they were good. SL handed JB a cheque in payment of the tables.

CF suggested that pictures be hung in the lower Hall to cheer it up. AT to select suitable photos of the pre-school 40th anniversary party, and have three boosted to poster or A3 size, up to a max cost of £75. Agreed by all; Proposed SL, Seconded CF.

AT confirmed that if the photos contained images of children, that the permission of their parents had been obtained.

Christmas Party; 19th November 2016. JB to apply for TEN licence. JB to make mulled wine; The W.I. will make biscuits etc. Various stallholders will be asked to come. AT agreed to see if the butcher would like to come. Stallholders will be asked to provide a raffle prize, but no fee, nor percentage. No entrance fee will be charged. It is a function provided by the Hall for benefit of villagers.

It was agreed to ask MG to remove and dispose of the old chairs on the mezzanine.

AT confirmed that Pre-school insure the wendy house outside. This is also included in the Hall's policy, so will be taken off the Hall's policy when it is renewed (Jan/Feb 2017)

Next Meeting on Tuesday 15th November at 7.30 pm in the lower Hall

Meeting closed at 9.41 pm