

**St John's (Kingsdown) Village Hall, Upper Street, Kingsdown, Deal, CT14 8BJ
Charity Number 302777**

Meeting of Trustees on Wednesday 11th October 2017 in the Lower Hall

1. Record of members present

Mrs. Sharon Morris (Chair)	WI representative (SM)
Mrs. Jane Banks (Secretary)	Village Representative (JB)
Mr. Simon Longland (Treasurer)	Table Tennis Representative (SL)
Mr. Alan Smith	Parochial Church Council Representative (AS)
Mrs Anna Taylor	Pre-School Representative (AT) – arrived at 8.25pm having sent apologies

2. Apologies

Mr. Mike Glavin Non-Trustee Maintenance Officer (MG)

3. Minutes of the previous meeting on 30th August 2017

Proposed by (SL), Seconded by (AS) as a true record of the meeting. (SM) signed the minutes, and asked (JB) to take the minutes for this meeting.

4. Matters Arising

The email address for bookings advertised in the Rural RoundUp has now been changed as requested to bookings@kingsdownvillagehall.org.uk.

5. Maintenance Officer's report

- a) (MG) reported that he has subcontracted Steve McCormick to do the cleaning in his absence this week.
- b) The taps in the ladies have been repaired.
- c) The fixtures to the blackout blinds in the main hall have been repaired.
- d) The projector screen damaged during a recent public meeting should be easily fixed.

6. Treasurer's report

Our bank balance is £21,359.86

We have the PRS music licence to pay, and ~£2500 for the damp repair work (see item 10).

(SL) has updated the spreadsheet, and all documents on our google drive.

(SL) had researched the market for a suitable projector (see minutes of 30.08.17) and will purchase one when the 'price is right'.

(JB) had purchased two small folding tables at £29.75 each. It was agreed that these would be a useful addition to our stock. (SL) will pay (JB)'s invoice.

(SL) recommended that we increase our reserve in our bank account from £2500 to £7500, as we now have a steady income stream.

Broadband and internet provision – (SL) suggested that the village hall takes over the account currently held by the preschool. This was agreed by all the Trustees, and by Sarah Lang (SLa), the preschool chair (see item 8).

7. Communications, comments and bookings

We are still having problems with late payment and cancellations from the villager who uses the lower hall for photography sessions. She is due to use the lower hall this Saturday, 14th October from 9am to 12pm. (SL) volunteered to check. **ACTION (SL)**

Other than this, our bookings are very healthy. We have a children's party booked for Saturday 28th October, and (JB) is meeting a potential regular hirer on Sunday 15th October who may wish to use the hall for regular beauty treatments.

No bookings have been taken for the period 23rd to 27th October when the hall is closed for the damp work.

8. Discussion with Sarah Lang (SLa), preschool chair 8.15pm

(SM) welcomed (SLa) to the meeting.

(SLa) outlined preschool's position and future plans. They have very low numbers for this academic year, but also need to increase their use of the hall to be able to offer the government's 30 hours per week free child care.

They are in discussion with Mrs Hygate, the head teacher at the local school, and hope to fund a preschool dedicated mobile classroom to be sited at the school within the next 2 years.

The school are hopeful that KCC will replace some of their existing mobile classrooms too.

We all agreed that the primary school was the ideal location for a preschool.

In the meantime, following discussions with the preschool staff, they would like to use our main hall as much as possible, from 8.30am to 3.30pm, and also utilise the lower hall when the main hall is in use by others.

(JB) confirmed that the main hall is used by the WI on the second Monday of some months, and by the Singing for Pleasure group on Wednesday afternoons during term time.

(SLa) suggested that the SFP group could move up to the church, but the Trustees were against this suggestion and after discussion, (SLa) agreed not to pursue this idea.

(AT) arrived at 8.25pm.

On behalf of the Trustees, (SM) stated that we need to have a balance between the needs of the preschool and the needs of the rest of the community who use the village hall.

Subject to security issues, preschool could use the lower hall and the forecourt when the main hall is in use by the community.

(AT) suggested that preschool would give the hall at least 6 months notice of any move to the school.

(SLa) thought that the village hall would struggle without the income from preschool, but the trustees assured her that daytime bookings would be developed if and when the group moved to the school. Our expenditure with reference to wear and tear on the hall's facilities would also decrease.

(SM) stated that we all now seem to understand each other's positions, and she asked the preschool to keep us informed of their plans.

(SLa) asked if preschool should continue to have a representative on the village hall's committee because of this conflict of interest. (JB) stated that all groups (WI, Table tennis and the church) were in exactly the same position as this is how most of the hall Trustees are elected or appointed.

Preschool have their AGM and EGM on Monday 16th October, at which they will appoint a village hall representative.

(JB) asked (SLa) to check the details on the invoice for Term 2.

(SLa) left the meeting at 8.40pm.

9. Fire, Health and safety risk assessments

(JB) has purchased 3 replacement first aid kits.

(SL) will organise the fire extinguisher check (due 19/9) with KCC, and the PAT testing (due 15/9) with Groombridge, hopefully during the week beginning 23rd October. (JB) stated that the action dates were included in the risk assessments on our website. **ACTION SL**

10. Damp proof Grant Work

(SL) and (MG) intend to remove the radiator, electric conduits and the large preschool notice board on Sunday 22nd October. **ACTION SL+MG**

(SL) will inform our neighbour at the Old School House that this work will be taking place, and that we will need access to her property in order to make a channel in the rendering for some mastic.

(SL) suggested that the large notice board could be store above the men's toilets. It will not be replaced until we have redecorated.

The PC has offered us £500 towards the damp proofing work, and (SL) will forward them the invoice as requested, on completion of the work.

10. Hallmark Visit

We have not heard from ACRE about our level 3 renewal.

(SM) had received notification of a funding fair from ACRE to be held on 18th October, but no-one was available to attend at such short notice.

11. Christmas Fair

(SM) reported that David Dobby will be viewing the hall on 12th October at 2.30pm, with regard to organising the Church Christmas fair. The fee of £45 for the hire of the hall has now been received by the Trustees.

The church will be applying for a TEN for the event.

12. Any Other Business

1. Following the recent confusion about the use of the hall on a Sunday by the church, (JB) had previously circulated a suggestion of a change in Clause 2 of our **Deed of Trust**. It was agreed to discuss this issue at a future meeting once all Trustees had studied our current document.
2. (JB) suggested that we may wish to add to our '**Terms and Conditions of Hire**' document, to include the cost of any extra cleaning following an event attended by the public such as the garage safari. We will consult (MG) re extra time required for cleaning following such an event.
3. As bookings officer, (JB) queried some of our **hire charges**. It was agreed that
 - a. The church should pay the same as other villagers on all occasions apart from those held on Sundays and Good Friday (i.e. £10 per hour for the main hall)
 - b. We will abolish the 'children's party rate' of £30 for up to 4 hours, and charge £10 per hour to villagers and £12 per hour to those from further afield.
 - c. We will charge £15 for the use of both halls booked for the same occasion
 - d. It was thought unlikely that hirers would want to use the forecourt without using either of the halls, but if this was requested, a price would be discussed by the Trustees at the time.
4. **Hire Charge Changes Proposed by (JB), seconded by (AS) and agreed by all.**
5. (SL) will purchase a combination lock to fix to the lower hall door (approx cost £30). Users will be given the combination if they book the lower hall. **ACTION SL**
6. **On Line bookings** (SL) confirmed that a clause saying 'I agree to all Terms and Conditions' is as good as a signature. He will send (JB) the link for 'bookings@kingsdownvillagehall' **ACTION SL**
7. **Projector** –see item 6.
8. **Film License** If we show films, the required license will cost £160+VAT (info via email: ukinfo@mplc.com). We will investigate possible use before proceeding. (JB) thought the FKPP may be interested in this idea as a fundraising option.
9. (SM) stated that she will remain as the **WI representative** until January, when she will be leaving the group. The WI will then need to appoint a new VH representative, and we will need to co-opt (SM). At their recent AGM, Kathy Gordon replaced Jenny Wall as President.
10. (SM) agreed to obtain a quote for a **deep clean of the kitchen**. She felt better lighting was needed, and the kitchen suffered from damp. She asked the Trustees to consider ideas for future renovation.
11. (AT) asked the Trustees to send her any **pictures** suitable for printing on to canvas to brighten up the lower hall (see minutes of 17.11.16), as it is the time of year for bargain prices. **ACTION AT**
12. (AT) will update and re-circulate the **survey** she had prepared, for feedback from regular users. (JB) will forward to (AT) the appropriate email addresses. The survey software uses 'survey monkey' so that all answers are anonymous, and she can easily analyse the data returned to her. **ACTION AT**
13. (AS) had approached a new comer to the village about becoming a village hall Trustee. (SM) stated that Ian Stephen had indicated that he would be happy to take responsibility for our fire and health and safety risk assessments. (JB) was asked to send him all the relevant information and we will hope to co-opt him at our next meeting. (JB) commented that only approved minutes were posted on our website. She will add those of 30th August 2017 asap. **ACTION JB**

13. Date and Venue of Next Meeting – Wednesday 8th November 2017 at 7.30pm in the lower hall.

Meeting closed at 9.35pm