

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

Meeting of Trustees on Wednesday 12th April 2017 in the Lower Hall

1. Record of members present

Mrs. Sharon Morris	WI representative (SM)
Mr. Simon Longland	Table Tennis Representative (SL)
Mrs. Jane Banks	Village Representative (JB)
Cllr Carol Fowler	Parish Council Representative (CF)
Mr. Mike Glavin	Non-Trustee Maintenance Officer

2. Apologies

Mrs Anna Taylor	Pre-School Representative (AT)
Mr. Alan Smith	Parochial Church Council Representative (AS)

3. Minutes of the previous meetings

22 nd February 2017	Proposed by (CF)	Seconded by (SL)
27 th March 2017	Proposed by (CF)	Seconded by (SL)

4. Matters Arising

(JB) reported that she had received the missing key from Cathy Sigrist.

(CF) will purchase a thank you card and some red wine for NH, the retiring Trustee, in recognition of his valuable contribution.

ACTION CF

(SM) will contact (AT) for a signed copy of the recent agreement on preschool hire charges.

ACTION SM

(SM) and (SL) will liaise to submit the annual account to the Charity Commission.

ACTION SM+SL

5. Maintenance Officer's report

- a) Storage box – see item 7.
- b) MG reported that he has replaced the blackout blinds following the internal painting of the large windows; he will replace several light bulbs in the security lights on the forecourt, and will repair and paint the front gate.
- c) MG will supply a solution to locking the cupboard in the lower hall where the fridge was housed previously, as some form of lockable cupboard is required for a lower hall user in May.
- d) MG will submit a quote for decorating and boxing in the pipe work and soil pipes in the toilets (see item 8).
- e) The hall was cold – the boiler thermostat had been turned off. It should be set at ~4.5 (dial is 0 to 6). (JB) will put up a notice similar to the main hall thermostat saying 'do not alter'.
- f) (SM) and (MG) will liaise to produce a village pantomime, with proceeds going to the hall and to Kingsdown Rocks. An advert will be placed in the Rural Roundup asking for interested persons.

ACTION SM and MG

6. Hall Policy on self employed persons and insurance

A draft financial policy with respect to self employed contractors (eg.MG) had been prepared. This will need to be voted upon at our next meeting. The issue of gardening work undertaken was discussed, and will also be revisited at our next meeting.

Insurance status - MG confirmed his insurance status and gave (JB) a copy of his policy. He stated that when he is on holiday, he has to inform the insurance company of the name of his replacement. We asked that he informs the Trustees at the same time. (This will apply next week).

ACTION MG

7. Mezzanine storage and seating

(MG) suggested that a bespoke storage box for the mezzanine would cost ~£110, which is comparable with the cost of commercially available items. (CF) proposed and (SM) seconded that MG will install one. The Trustees will organise a separate foam seat once the work is complete.

8. Actions from AGM

- a) The suggestion of playing table tennis in the lower hall was discussed. It was felt that carpet was not a suitable playing surface, and there was insufficient room for a table. The idea was therefore considered impractical.
- b) Annual feedback survey suggestion - (CF) and (AT) will liaise
- c) MG will submit a quote for decorating and boxing in the pipe work and soil pipes in the toilets (see item 5)
- d) MG will submit a quote for installing 'doors' above the gents/disabled toilet. We will discuss strengthening the ceiling in this area at a later date, as we may not need the extra storage (see minutes of 02.08.2106) once the mezzanine storage is in use.

9. Treasurer's report

- a) Andy Bridges had submitted his quote (£930) for the internal decoration of the windows. This was agreed, and signed by all present. (SL) will pay this by BACS.
- b) The hall insurance of £680 had been paid.
- c) RG Williams' invoice of £152 had been paid. (SL) was asked to confirm if this included the Landlord's Gas Safety Certificate, as we did not appear to have been issued with one. Payment of up to £80 was authorised by those present if the invoice did not include this. **ACTION SL**
- d) The Carbon Monoxide detector, installed by British gas on 11/02/2016, does not have the required date written on it. (SL) will put a date sticker on the alarm. **ACTION SL**
- e) A cheque to ACRE for £20 was written and countersigned ACRE – see item 14.
- f) £69.98 was paid to preschool for our contribution to broadband from Nov to Feb. (SL) will ask for a receipt.
- g) (SL) will email preschool for an invoice for the broadband in March and April. **ACTION SL**
- h) We had received a payment of £1092 on 7th April. JB confirmed this is from preschool. (Invoice 2017/019 for term 5, including extra hours used in March).
- i) An invoice for £15 had been received from Keith Clubb for cleaning the windows. (SL) had queried this, as he thought the windows were still dirty. He was told that 'all the outside' ones had been done, so this invoice had been paid after agreement by email with the Trustees. However, we will monitor this in future, as the lattice windows need to be included.
- j) Our balance is £19,937.47

10. Communication, comments and bookings

Summer bookings

- a) MG gave (JB) two booking forms for the lower hall from May 29th to June 2nd, and the summer holidays from 31st July to 2nd September. Payment to follow by BACS.
- b) Yoga – (JB) confirmed this had been reserved for Sat 11th June. Payment and booking form to follow.
- c) Dance week – 24th July to 29th July. Payment and booking form to follow.

Gardening update from Deborah – 'my main focus has been on removing the weeds, especially the Comfrey, so that we can display the shrubs/bulbs that are already in place. Some of these weeds are well established! I have also planted up 6 Polyanthus. Plan for the coming months is to continue to remove the weeds/Comfrey and continue to undertake a general tidy up. I am growing some plants at home and will add these into the borders when they are ready. For the baskets I thought perhaps you may like me to continue the theme I am working on for the shops – baskets that are red, white and blue in colour. I don't envisage these to be costly and will minimise costs as best I can. Hopefully this meets with your approval. If there is anything else you would like me to consider just let me know.'

Thanks were expressed to Deborah for her work.

Discussion on extended hours for preschool

Preschool had asked the Trustees to consider the suggestion of extending preschool's hours to Monday to Friday until 3.30pm from 2018.

The Trustees felt that consideration must be given to both present and future use of the hall by the wider community, and one group should not have exclusive use of the hall at the expense of other users.

We have several long-term users (e.g. WI and Singing for Pleasure, as well as preschool), who may have to close if we accommodate this suggestion.

We can now offer Wi-Fi to all our customers, so it is hoped that we will have more requests to use both halls, especially during the daytime from groups such as the U3A, crafts, art, computer clubs and keep fit.

(JB) confirmed that Preschool have booked Tuesdays and Thursdays until 3.15pm for terms 5 and 6 for this academic year, 1.30pm on Mondays, Wednesdays and Fridays, and these times do not impact other users. (SL) will investigate our financial position if preschool can no longer operate with their current business plan. We will therefore inform preschool that we are unable to accommodate their request, but will suggest they could look at using the hall from 8am rather than 8.45am, as this will not impact any other community users.

11 . Fire, Health & Safety Risk Assessments

These had been undertaken by NH, and (JB) said they will need a full review in January 2018. We require the Landlord's Gas Safety Certificate (see item 9c)

12. Damp proof grant application

We have 3 quotes for this work from Anglian Tectonics, Timberwise and PTL5 Enviro.

(JB) gave (SM) all (NH)'s paperwork.

(JB) will contact ACRE for help, and (SM) will investigate 'Awards for All' with the intention of carrying out the work in August 2018.

ACTION JB+SM

13. Grant Application for sound re-enforcement, projector and lectern

JB offered to generate a grant application from the Parish Council for these items.

ACTION JB

14. Hallmark Status

SL will send documents and payment of £20 to ACRE to renew our Hallmark 3 status.

ACTION SL

15. Wi-Fi and advertising

CF volunteered to look at advertising processes, with the idea of producing an annual survey (helped by AT).

We need to update our advert in Rural Roundup. (JB) will send (SM) the logo for our ACRE Hallmark 3 status, and we will consider a 'relaunch' of the hall.

ACTION JB

(CF) offered to contact 'Signs from Above' in Walmer for help with our logo.

ACTION CF

16. Any Other Business

- a) Inventory – (JB) has been working on this, and will send it round once completed, and it can be put on our Google drive and drop box. **ACTION JB and SL**
- b) Deed of Trust – (JB) stated that we need to verify that our electronic version of the Deed of Trust has been copied correctly, and is therefore identical to the original in this respect. (SM) has contacted the Canterbury Diocese, and will make an appointment with them to get an explanation in 'layman's' terms of who owns the hall etc. (SM) and (JB) will attend. **ACTION SM and JB**
- c) (SL) stated that we should look at an alarm for security if we are purchasing more electrical equipment such as mixing desk and projector. (JB) also suggested CCTV.
- d) Payment of VH hiring agreements and booking forms
 - a. (JB) asked if (SL) could look in the post box for a booking form for 7/4, as although this had been paid, no booking form had been received.
 - b. (JB) stated that the hall's hiring policy had not changed in many years, and that our booking conditions state that no booking is guaranteed unless full payment is received in advance. (JB) has not received signed booking forms from the PC recently, and two invoices - 2017/008 and 2017/010 relating to bookings on 16/2 and 24/3 are outstanding. (SL) queried our position for insurance if our booking conditions are not met.
 - c. (CF) stated that 'in accordance with standing orders', the Parish Council do not pay invoices in advance.
 - d. (CF) asked if the hall was available on 8/5. (JB) confirmed that the main hall is booked until 7pm, but the lower hall is free at present. A signed booking form is required.
- e) (CF) stated that the construction of the Play Park will commence on 24/4.
- f) (SM) stated that, as of 10/4, she is now a Trustee of the St. John's Heritage Association. She hopes the hall can work with the group for various fundraising and community events.

17. Date and Venue of Next Meeting – Monday 15th May 2017 at 7.30pm in the lower hall.

Meeting closed at 9.50pm