

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

**Ordinary Meeting of Trustees on Wednesday 12<sup>th</sup> December 2018 at 'Plen', Glen Road**

**1. Record of members present**

Mr Nick Hansom (Chair)	Village Representative (NH)
Mr Simon Longland (Treasurer)	Table Tennis Representative (SL)
Mrs Jane Banks (Secretary)	Village Representative (JB)
Mrs Linda Dalton	WI representative (LD)
Mr Ian Stephen	Parochial Church Council Representative (IS)
Mrs Kate Stephen	Preschool Representative (KS)
Mr Mike Glavin	Non-Trustee Maintenance Officer (MG)

**2. Apologies**

Mrs Anna-Marie Taylor	Village Representative (AT)
Mrs Mariya Deschamps	Parish Council Representative (MD)

**3. Minutes of previous meeting on 14<sup>th</sup> November 2018**

NH signed the minutes which were proposed as a true record by LD, seconded by IS.

**4. Matters Arising – none**

**5. Maintenance Officer's report**

MG informed the meeting that he had put a new valve in the stench pipe, and re-stuck a loose tile next to the hand basin in the disabled toilet.

He had not yet ordered the nosings, as he is waiting for our decision re the stair lift (see item 9).

MG announced that he will be going into hospital for an operation at the end of February and will need some months to recover. He has taken the decision to retire on 15<sup>th</sup> February 2019.

MG was thanked profusely for the years of loyal service he had given to the hall.

MG left at 7.50pm.

In view of MG's retirement, we decided to separate the jobs of cleaner and maintenance officer.

NH will ask MG exactly what he does as cleaner, and then we will advertise locally for a replacement as soon as possible. It was suggested that whoever does these jobs at Ringwould could be approached. LD will contact Ringwould village hall. **ACTION LD**

**6. Reports from User Groups including update from Preschool**

Preschool report from KS

The preschool held their AGM on the 19<sup>th</sup> November. During the meeting the prospective move from the Village Hall to the school was discussed. Jo Hygate confirmed that there is no issue with this in regards to the new MAT. Two of the other schools also involved already have preschools on site. We would be leasing from the School not the Trust.

The preschool have recently received a donation which is being used to cover initial planning costs. The architect has visited the school; a traffic/parking study is being commissioned along with a tree survey. With regards to the timings all we can currently confirm is that Phase 1 of the school's building work is due to commence this month, with the Preschool being part of Phase 2. KS said preschool's new building would cater for 30 children, and thought their move to the school will not be until 2020.

KS mentioned the following points which the staff had raised concerns about:

- Other hirers had on occasion asked to inspect the hall when preschool was in session.
- Key holders had entered the hall when preschool was in session. She requested that people should not access the hall, and if they do, they are asked to ring the bell before entering.
- Please could notice be given if visitors were expected?

These points will be emphasized to hirers.

**ACTION JB**

In addition, please could Deborah let preschool know when she was intending to do some gardening?

WI – LD reported no problems. Their last meeting had been at Ringwould. JB asked LD to confirm the WI dates for 2019, and to complete a booking form.

PCC – IS said the church's Christmas Fayre on 25<sup>th</sup> November was very successful.

TT – SL had no problems to report.

PC – JB had been informed that the PC will not be using the hall in January, February and March. They will be using Ringwold village hall instead. She has asked for a booking form re notification of meetings for the rest of the year. PC meetings are scheduled for the second Monday of the month.

#### **7. Treasurer's report including hire charges from 01.01.2019**

Our bank balance is £27,716.13.

SL's request for prompt responses for the payment of bills has been good.

He will contact the Performing Rights payment (PPL and PRS) with our information again, as they have not responded to his emails.

Expenses to be sent to SL before 31.12.2018.

JB will send SL the hours the hall has been in use during the year, and any missing bank credit information.

SL estimated expenditure of £500-£600 before the end of the year.

Our expenditure for 2018 is ~£12,000.

Our base rate is likely to be between £6 and £7.70 per hour, as we have not spent as much on maintenance this year as last. This figure will be finalised once SL has received all details.

SL did not see a need to alter any hire charges, including those for preschool, which at present are £7.50 per hour (a 50% reduction in the charge for the whole premises). The preschool term finishes on 19<sup>th</sup> December.

KS commented that if the lower hall is required regularly, the issue will be discussed.

#### **8. Communication, comments and bookings - including key list and PC dates for 2019**

JB has requested a booking form from the PC, but none has been received to date (see item 6).

JB has also asked the PC to let us know of any future hall bookings as soon as possible. Delay in their recent response has resulted in a possible regular hall booking not being taken.

The scouts have asked to borrow our crockery and cutlery on 30<sup>th</sup> March for a Mother's day tea (not being held at the hall). It was agreed, but JB will ask for a deposit of £20, and confirmation of the number of items required. If another hirer wishes to use the hall, we will need to have sufficient crockery and cutlery to use.

It was suggested that an annual stock check is undertaken.

IS will check our list of key holders (last revised in March).

SL suggested we need a new rear door alarm system. He will investigate our options.

SL will purchase a stand and case for our projector (agreed in October) before the end of the year, and will provide operating instructions.

#### **9. Fire, Health and Safety Risk Assessments**

PAT testing and DDC info re feasibility for chair lift; table tennis fire drill

IS gave his report:-

**1. Portable Appliance testing (PAT):** was carried out successfully on Tuesday 4<sup>th</sup> December from 1pm to 3.30pm by Gary Groombridge (cost £70) No appliances/ leads were failed, Pre-school appliances were included in the PAT check.

**2. Fire Extinguisher inspection:** due on Tuesday 18<sup>th</sup> December at 8am.

KCC contact is now Stephen Harkness (01622 237019 / 01622 236907 / 07876 356592)

Pre-school have been informed and are happy with the arrangement; IS will be on site to let the Fire service in on the day.

**3. Fire drills:** The WI and preschool have carried out fire drills. Table tennis found no issues with theirs. Singing for Pleasure has received a memo re drills.

#### **4. Signage**

No smoking signs added to inside and outside the building

Caution signs posted in the store room when handling high chair stacks

#### **5. Chair lift feasibility front stairs:**

Paul Bannon (DDC Building Control) made a brief pre-application visit on Tuesday 4<sup>th</sup> December.

IS and NH were in attendance.

PB suggested that KVHT should submit a brief preliminary application which should include details such as a plan of the building with dimensions of the stairs and lobby, composition of the floor and walls, maximum capacity of the hall for events etc.

PB suggested KVHT make contact with prospective manufacturers who he felt would visit and produce a 'no obligation' quote which might include a plan drawing and lift options (e.g.: stair lift or inclined platform lift; the latter takes the whole wheelchair and folds up to limit wasted space at the bottom of the stairs. PB felt that the left-hand wall was the most appropriate for any installation

Foreseeable snags might include:

- a) loss of coat pegs currently along left-hand wall
- b) loss of central bannister
- c) minor adjustments to one or two of the new stair nosings we have agreed to install over Christmas break.

NH had contacted two providers, and rough estimates for a inclined platform lift were £9,000 to £11,000 from one and £12,205 (excluding VAT) from a second. NH will contact PZ from the PC.

IS agreed to investigate planning and access from Upper Street.

**ACTION IS**

We may be able to apply for a grant to cover both projects.

**6. Emergency lights / alarms:** all working satisfactorily.

**7. First Aid:** kits inspected; no accidents logged.

Thanks were expressed to IS for his report.

MG will be asked to fit the nosings over the Christmas break, as any future improvements to access will take significant time and money.

**ACTION NH**

#### **10. Any Other Business**

Trustee Christmas Fair 9<sup>th</sup> Dec

JB reported a successful fair, which also generated a profit of £141 (report previously circulated by email). The performance by the Singing for Pleasure was thoroughly enjoyed.

JB and IS will liaise regarding dates for 2019. The RNLI usually held their coffee morning in the Kings Head mid-November, and it was felt there should be at least 2 weeks between fairs held in the village hall.

SL and DL were thanked for their hospitality.

**11. Date of Next Meeting – 16<sup>th</sup> January 2019 at 7.30pm in the lower hall.**

**There being no other business, the meeting closed at 9.40pm.**