

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

Meeting of Trustees on Friday 12th January 2018 at 3.30pm in the Lower Hall

1. Record of members present

Mrs. Sharon Morris (Chair)	WI representative/Village 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)
Mr. Ian Stephen	Village Representative (IS)

Mr Jason Oliver had been invited to the meeting.

2. Apologies – None

The purposes of the meeting were:

- 1) To discuss the rear fire exit with the developer of the land adjoining the hall, Jason Oliver.**
- 2) To agree on the paint colour for the skirting boards**
- 3) To agree on the wording and materials for the dedication plaques**

1. Discussion with Jason Oliver (JO)

Mr Oliver had brought with him a copy his plans regarding the rear exit from the hall which is on his land. He explained the history of the site.

He stated that the plans were to build a path on his land 1.2metres wide from the rear fire door of the entire length of the hall parallel with the wall, and then to breach the wall – probably in between two wall stanchions - to bring the path in at the level of the forecourt. The drop is approximately 1.7 metres. Due to this drop, the path will have five sets of two steps, with the level platforms in between them. Handrails would be installed at the steps. The path will be approximately 17 metres in length.

He planned, within the next two weeks or so, to erect a high wooden fence along the wall and at both ends of it, with concrete posts to a height of at least 2 metres, to screen the hall from the houses on the development. All this was to be done at his expense, none of it required planning permission, and the work would have to be completed before the first house on his site was occupied.

The two large tree stumps near to the wall will be ground down to prevent re-growth.

Regarding the ownership of this strip of land, (JO) stated that he did not want any money for it, but this may require a legal agreement with a nominal fee of £1.

(JB) asked about our access to our land at the rear of the hall, and (JO) agreed that he would extend the path, at his expense, to give us this access.

Any lighting for the path will be at the expense of the hall Trustees. If an arch is required to continue the electrical supply for the notice board and the defibrillator cabinet, then that will also be the Trustees' responsibility.

A site inspection followed. (JO) was thanked for his time and generosity.

He left up with the copy of the plans and his mobile telephone number in case of any urgent queries.

2. Paint colour for the skirting boards

(JB) had brought the paint colour chart provided by (MG), and we chose the Leyland colour called 'Red Maple'. (JB) will confirm this choice with (MG). Unanimous agreement that (MG) could proceed with the decoration with reference to the estimate he had provided us with – a total of cost, including materials, of £423.96.

3. Agreement on the wording and materials for the dedication plaques

(IS) had researched the costs for the proposed for the defibrillator plaque and for the wood sculpture made by Mark Trewartha. Once the wording is confirmed with Val Trewartha, (SL) will pay (IS) for the invoice from Timpson's in Deal, (up to a value of £100) and (IS) will order both. We chose a wooden stake for the wooden sculpture and an aluminium plaque for Mrs Perry. **ACTION IS**

4. Any other business

Details of key audit carried out by (IS) and Mike Glavin (MG) on 11th Jan (4-4.50pm).

(IS) had informed us all by email that they had:

- a) Identified and tagged all the untagged keys on both key rings (one in the kitchen and the other spare set in the chemical store)
- b) It was useful that the WI keys were already coloured to match the colours on the cupboards in the kitchen
- c) Jettisoned keys which could not open any of the locked cupboards in the kitchen or elsewhere; it is likely that these (three) were keys to kitchen cupboards that have had locks removed; they looked similar; some other (smaller) keys were thrown for the same reason.
- d) Identified and tagged the keys (Yale type) to the Pre-school outside stores from the key box in the Pre-School cupboard in the Hall; MG will approach Pre-School to get copies. He will also ask if the spare key to one of the Pre-school kitchen cupboards, also found in the box, is needed and if not could it be returned for safe keeping to the spare set of keys in the chemical store.
- e) The only spare key Mike hasn't got on the ring in the chemical store is the one for the mezzanine storage chest

5. Date and Venue of Next Meeting – Weds 24th January 2018 at 7.30pm in the lower hall

Meeting closed at 4.20pm