

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

Meeting of Trustees on Wednesday 13th December 2017 at 7.30pm

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. Mike Glavin	Non-Trustee Maintenance Officer (MG) – left at 7.55pm

2. Apologies - None

3. New Trustee

(IS) was welcomed to the meeting, and was given the Charity Commission form to complete and return to (SM). (SM) will update the Charity Commission website accordingly. **ACTION SM AND IS**

4. Minutes of the previous meeting on 8th November 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.

5. Matters Arising

(JB) had received the certificates from ACRE for Hallmark 1, 2, and 3. They are valid for 3 years until 30.08.2020. She has copied, laminated and displayed them on the hall's notice board, and gave the originals to (SL) to scan and keep with our other ACRE documents. (IS) asked for the ACRE report to be circulated. (JB) reported that the PC has posted a cheque for their contribution to the damp invoice to (SL). (SL) has heard nothing from preschool re the broadband – we have paid them up to and including November. The large preschool notice board is now stored in two pieces on top of the gents' toilet. If it is no longer required, it will be disposed of.

6. Maintenance Officer's report

(MG) reported that he has replaced the radiator (which was removed prior to the damp proof work), on the wall under the kitchen hatch, as we have been advised NOT to penetrate the damp proof area. The pipe work has also been encased.

(MG) has painted the new plasterwork with 2 coats of a 'breathable paint', and has installed new skirting boards. (MG) suggested that we consider decorating the whole wall, and all the skirting boards in the hall. The other walls are in reasonable decorative order. He could do this work over the Christmas period.

(MG) has secured the broken kitchen cupboard fixture.

Preschool have set some more 'humane' mouse traps in their cupboard, as they found evidence of their presence last week.

Groombridge should be on site after 2pm on Friday 15th December to repair the lower hall light and extractor fan, complete the PAT testing, and replace the dehumidifiers in the gents and disabled lobby area

(MG) reported that the roof over the main stairs had leaked during the recent heavy rain and wind, causing the smoke alarm to short circuit, and so he has disconnected it temporarily. (JB) had informed the Parish Council of the leak on Monday. He will investigate once the weather is better.

(MG) left the meeting at 7.55pm.

After discussion, we decided that (JB) would ask (MG) for an estimate for the cost of painting the one wall with emulsion, and also all the skirting boards - a burgundy colour was suggested. Subject to our agreement on the colour and the cost, (MG) will be asked to complete this work over the Christmas period. Proposed (SM) seconded (SL) and agreed by all.

(IS) queried the process by which MG's work was agreed. This will be reviewed as an agenda item in January.

7. Treasurer's report

Our bank balance is £20, 871.96. All bills have been paid.

Preschool have paid for their booking on New Year's Eve.

Invoices for bookings into 2018 have been sent to Preschool, the WI and the Singing for Pleasure groups.

(JB) has received a cheque from the Parish Council for all their meetings in 2018.

(JB) will send details of recent payments to the account to (SL), and he will collate the information for 2017 and present it to us in January.

(SL) was asked to think of a new system by which all Trustees can see booking, invoices and receipt sent, as

(JB) uses her personal email at present - our website email address does not recognise emails which include an underscore.

ACTION SL

We explained to (IS) that (SL) requests agreement from the Trustees to pay bills by email. Most transactions are completed by BACS transfer, and cheques are rarely used. (SL) was asked to check the bank signatories.

(SL) was thanked for all his work.

8. Communications, comments and bookings

(SL) will ask the Conservation group if they could appoint a representative to join the VH committee.

(SM) reported that the WI has appointed Linda Dalton as their new rep, who will join us in January.

(JB) proposed, (IS) seconded, and all agreed that we co-opt (SM) as a village representative until our AGM.

The date of our AGM was suggested as Monday 19th March at 6.30pm.

(IS) asked how notices were displayed around the village. The village hall notice board is available for the community as a whole. Individuals remove 'out of date' notices around the village.

The table tennis group may use the occasional Monday night for their league matches, but we do not have any confirmed bookings at the moment. (JB) will chase.

ACTION JB

The mezzanine storage chest (padlock keys kept by SM and JB) is now used to store all the hall's documents.

9. Fire, Health and safety risk assessments

PAT testing – see item 6. Groombridge should complete this outstanding work on 15.12.17.

The fire extinguisher checks were completed by KCC on Monday 11.12.17.

(JB) and (IS) will review all our H+S assessments, and check on all the certificates stored in the labelled kitchen cupboard.

ACTION JB and IS

(SL) will update our 'Google drive' account which has many archived documents.

ACTION SL

10. Amendment to Deed of Trust

The Trustees feel that we need to update the original 1952 wording of clause 2 of our Deed of Trust with regard to the hire and the use of the village hall by the church. After detailed discussion, and agreement on 17.11.2017 by email from L.Bembridge (Church Warden), we agreed the following amendments:-

This Deed of Variation (Deed or Amendment) makes reference to the Original Deed and Declaration of Trust made on the Tenth Day of January 1952, and to the later approved first and second amendments.

Clause Two which reads

The Trust which shall be known as St John's Village Hall Kingsdown shall be held upon trust for the purposes of physical and mental training and recreation and social and moral and intellectual development through the medium of reading and recreation rooms, library, lectures, classes, recreations and entertainments or otherwise as may be found expedient for the benefits of the inhabitants of the Village of Kingsdown near Deal in the County of Kent and its immediate vicinity without distinction of sex or of political religious or other opinions subject to the provisions of these presents PROVIDED ALWAYS and notwithstanding anything to the contrary herein contained the Church of St John's Kingsdown shall have the exclusive use of the Trust premises for its own purposes on all Sundays and Good Fridays free of rent and rates but subject such payment, if any, for heating and lighting as may be agreed on from time to time between the Vicar and Churchwardens of the said Church and the Committee of Management hereinafter referred to.

Clause Two to be amended to read

The Trust shall be known as St John's Village Hall Kingsdown. The property shall be held upon trust, and applied for the purpose of a village hall, primarily for the use of the inhabitants of the village of Kingsdown near

Deal in the County of Kent and its immediate vicinity, without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions, PROVIDED ALWAYS and notwithstanding anything to the contrary herein contained, the Church of St John the Evangelist, Kingsdown shall have the exclusive use of the premises for its own purposes on all Sundays and Good Fridays.

The Church's use of the village hall will be subject to the terms and conditions of hire published by the Trustees at the time of the church's use, and to the payment of an hourly rate agreed between the Trustees and the Parochial Church Council, and in accordance with the Charities Act of 2011, incorporating all operating and maintenance costs as itemised in the annual accounts submitted to the Annual General Meeting of the same year by the Committee of Management hereinafter referred to, but free of any further hire costs on all Sundays and Good Fridays.

This wording was proposed by (SM), seconded by (AS) and agreed by all present.

We will agree this wording at our next meeting and then send it to the Charity Commission. If there are no problems, then this wording will be agreed by them 60 days after submission.

(AS) recorded his appreciation of our efforts.

(SM) and (JB) commented that, for their own interests as well as those of the community, they intend to research the history of the village hall, with reference to the "Albemarle scheme" mentioned by Jenny Bradbury from ACRE, data from the archives at Canterbury, and any other appropriate sources.

11 Any Other Business

Dedication Plaques – (JB) will re-circulate the wording proposed for the defibrillator plaque. It was thought laser printing on to stainless steel may be suitable for both this and the wood sculpture made by Mark Trewartha. (IS) agreed to research costs.

ACTION IS

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

Meeting closed at 9.20pm