

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

Meeting of Trustees Tuesday 17th November 2016 Lower Hall at 7.30pm

1. Record of members present

Mrs. Sharon Morris Chair and WI representative (SM)
Mr. Simon Longland Treasurer and Table Tennis Representative (SL)
Mrs. Jane Banks Secretary and Village Representative (JB)
Mr. Nick Hansom Village Representative (NH)
Mrs Anna Taylor Pre-School Representative (AT) – arrived at 7.55pm
Mr. Alan Smith Parochial Church Council Representative (AS)
Mr Mike Glavin Non-Trustee Maintenance Officer (MG) – left after his report
(SM) asked (JB) to take the minutes.

2. Apologies

Cllr Carol Fowler Parish Council Representative (CF)

SM reported that she had received a letter from Mrs Val Trewartha, who has now resigned as a Trustee. We offered our sincere thanks for all her contributions.

AT reported that, following the preschool's AGM, Sarah Lang was appointed as the new preschool rep, and will join us next month. AT was thanked for all her contributions, and was asked to consider if she would be available to be co-opted back to the VH committee in the future.

3. Minutes of previous meeting on 11th October 2016

The minutes were agreed as a true and correct account: proposed by SM, seconded by JB, agreed by all present

4. Matters arising

AS noted SM's initials were written as MS, and CF's initials need to be inserted.
Under item 8, Cathy is a rector, not a vicar.

5. Maintenance Officer's report

Post Box – the new post box has been installed. SL and preschool have been issued with the keys.

Electric Fans – MG will ask Groombridge if the fans in the rear lobby actually work. We may need to install a timer. At present, the fans are not working, and MG is mopping up the condensation daily. **ACTION MG**

Penetrating Damp - MG had circulated a report by TIMBERWISE, a firm who had been recommended by all experts he had consulted regarding the penetrating damp on the wall adjoining Old School House between the kitchen and the community cupboard (see records kept by secretary). They had quoted £2716 including VAT, and a 20year guarantee, minus the extra guarantees, to treat the area to ensure we would have no further problems. Removal of the radiator, decoration, and work on the floor boards would be our responsibility. A few queries were raised, which NH will investigate. **ACTION NH**

Table Tennis Table and Notice Board – the large notice board which had been given to preschool several years ago, and had been tied to the wall, had fallen on to a table tennis table and broken it. MG has replaced the notice board with a hinged door which fills the alcove where the old fire escape was. The work will cost approximately £100. **ACTION**

We have a new clock in the lower hall.

MG will remove the chairs from the mezzanine soon.

ACTION MG

There is some outstanding work to do on the wall outside.

MG suggested that we consider putting some cupboards on the mezzanine as opposed to the previous proposal to built storage space above the gents/disabled toilets. The cupboards could then be used to store all VH documents. MG left the meeting. We will discuss the design and ask MG for a quote.

SL suggested that the VH and the table tennis group share the cost of a replacement table. The table would belong to the table tennis group. SL will research and circulate the information before purchase.

SL suggested that we make the shelves in the community cupboard narrower. He will do the work for no cost. These actions were proposed by SM and agreed by all present. **ACTION SL**

6. Treasurer's Report

Our bank balance is £18721.56. This includes the grant for the windows.

Jane Banks (JB) is owed for kitchen supplies and the TEN for 19th November.

PRS – Nick Hansom (NH) had contacted PRS and the revised invoice has been paid.

British Gas – Simon Longland (SL) has spent many hours over 3 months, and is still in discussion with British Gas. At one point over the last few years, our account was over £1200 in credit. The closing balance on our previous account in the former Treasurer's name was £664. British Gas forgot to transfer this to the new account in SL's name. He proposed that we raise a case with the Ombudsman. Seconded by Sharon Morris and agreed by all present.

Charity Commission – once we have agreed our annual accounts for the current financial year, we will find out how to send them to the Charity Commission.

SL proposed that JB is given on line access in addition to himself. NH seconded, agreed by all present.

SL gave bank signatory forms to SM and NH, and will give another to Alan Smith (AS).

Broadband – Anna Taylor (AT) will tell the preschool Treasurer to deduct the 50% payment for this from their monthly invoice.

7. Communication, Comments and Bookings

JB proposed and SM seconded that the previously circulated revised booking forms and hire conditions will be used from now on. Agreed by all present.

JB reported that we have 19 keys in circulation. It was agreed that the key issued to the Rector will be returned to JB once it is located, and the church will be issued with the key safe code when they require it. **ACTION AS**

8. Grant Application

(NH) reported that CF is in charge of publicity.

(NH) reported the glazier will be replacing broken panes at 2pm on Friday 18th November.

The secondary glazing should be installed on 22nd/23rd December, and the decoration should be done over the Christmas break. NH will arrange the key collection.

JB confirmed that preschool returns on Thursday 5th January 2017.

9. Reports and comments from user groups

Storage Project – see item 5. SM will give Mike Glavin (MG) the dimensions of our black box to ensure it will fit in the proposed cupboards. **ACTION SM**

AT will ask preschool about the contents of the filing cabinet in the chair store. **ACTION AT**

Table Tennis Group – SL will remind the group to turn the hall lights off after their sessions. See item 5 regarding replacement table.

There was nothing else to report from the groups.

10. Fire and Health and Safety Risk Assessments

NH will issue all assessments at the start of the New Year. **ACTION NH**

The PAT testing and the fire extinguisher check are completed, and the lower hall fridge has been removed and replaced with shelving.

11. Garden Maintenance

JB reported that Val Trewartha (VT) has offered to provide plants for the spring. SL's wife Deborah (DL) has offered to maintain our flower beds in return for an hourly rate at the minimum wage. JB proposed we accept her kind offer. Seconded by AS and agreed by all present. SM will send a formal letter to DL. **ACTION JB+SM**

12. ACRE Training Day on 4th Feb 2017

SM volunteered to attend with JB. SM will complete the booking form and arrange. **ACTION SM**

13. Disabled Access

We will investigate access from Upper Street in the New Year.

14. DDC Business Rates

Business rates – NH will contact Dover District Council to investigate why we are not listed.

15. Any Other Business

Christmas Fair –Saturday 19th November

ACTION ALL

The hot dog idea is not available.

The singing for pleasure group will be performing about 3.30pm

SM and JB will put up a Christmas tree on the mezzanine on Friday 18th

We have about 10 stalls

The WI have a stall to sell cakes, chutneys and craft goods, and will run a 'bran tub'.

We have a selection from Phoenix cards, and other craft stalls.

JB has organised the TEN and the kitchen helpers.

AS and AT offered to run the raffle. JB has raffle tickets.

NH will help prepare the hall.

Reserves Policy Document

NH has revised a generic document and will finalize it before our next meeting.

ACTION NH

Broadband (see item 6)

AT reported that the new router hub has been installed.

SL has purchased a device which can support 4 users, each with a separate password, which run as an extension off the BT hub. The BT hub password should be kept secret. SL will discuss with MG regarding the installation.

The fact that we now have broadband access will need to be advertised. SL will send the technical details to JB.

SL was thanked for his time and expertise.

Commemorative Plaques – we will discuss this subject in the New Year.

Canvas Pictures – AT has this in hand.

16. Date and Venue of Next Meeting

Wednesday 7th December at 7.30pm at 'Dawn', Osbourne Road.

Meeting closed at 9.25pm