

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

**Ordinary Meeting of Trustees on Wednesday 18<sup>th</sup> July 2018 in the Lower Hall**

**1. Record of members present**

Mrs Sharon Morris (Chair)	Village Representative (SM)
Mr Simon Longland (Treasurer)	Table Tennis Representative (SL)
Mrs Jane Banks (Secretary)	Village Representative (JB)
Mrs Linda Dalton	WI representative (LD)
Mrs Kate Stephen	Preschool Representative (KS)
Mr Nick Hansom	Village Representative (NH)
Mr Ian Stephen	Parochial Church Council Representative (IS)
Mrs Anna-Marie Taylor	Village Representative (AT)
Mr Mike Glavin	Non-Trustee Maintenance Officer (MG) – left at 8pm

**2. No Apologies**

**3. Minutes of previous meeting on 4<sup>th</sup> June 2018**

Proposed as a true record by SL, seconded by LD.

**4. Matters Arising**

Our reserves policy has been updated to reflect the agreed £10K level, and the policy has been added to our Google drive.

IS suggested that we revise our Terms and Conditions and our booking form to include a section on non-compliance (reference AOB item 3). KS commented that if this problem hirer comes back to us after September, we will decide on our actions at the time. IS expressed the opinion that all bookings must go through our appointed bookings secretary, JB. IS, NH and JB will liaise on the revision. **ACTION IS, NH and JB**

It had been agreed by email prior to the meeting that we will loan 24 mugs to the pink Breast Cancer Now stand at Kingsdown Rocks on Saturday 21<sup>st</sup> July (free), and 40 side plates to a villager (in return for a donation) on Friday 20<sup>th</sup> July. JB to arrange. **ACTION JB**

**5. Maintenance Officer's report**

Urn service – SL and JB will consult hall records.

JB suggested we purchase a kettle for the main kitchen. Agreed. **ACTION JB**

MG reported that hand rails had now been installed on our fire escape by Mr Oliver.

Gary Groombridge has estimated £173.36 to repair two security lights, and £120 to test the smoke detectors and the test board. It was agreed that this work be done. **ACTION MG**

SL will check our records, as he thought these lights were proving expensive to maintain. **ACTION SL**

The entrance gate needs a new handle.

Another bolt is required on the picket fence gate.

The inside main door handle has loose screws.

MG left the meeting at 8pm.

**6. Fire Exit**

MG and NH had met with DDC's Paul Bannon re building regulations advice.

The side exit path does not comply with any of the official requirements for disabled access re ramps, width of the path and gradients. NH has sent descriptions of our proposed ramps to DDC, accompanied by a written request explaining what we have tried to install given the age of the building, and is waiting for a response. NH suggested that we add access from the road at a later date.

(NH) will contact our insurance company re the new fence (SL to forward contact details to NH). **ACTION SL**

As regards the ownership of side access path, JB will give NH contact details for Jason Oliver, and he will progress this issue. **ACTION JB and NH**

**7. Reports from User Groups**

Preschool – It was proposed that the building (it will not be a portacabin) be sited on the left of the entrance gates to the school. The school are keen to have the preschool on their land.

KS reported that the consultation event was well attended. NH and IS also attended. NH commented that less had been done than he expected. Among the issues raised were parking at the school, the space required for the building (Ofsted requirements were 2.5m<sup>2</sup> per child), and the fact that the adjoining land known as 'The Butts' is owned by the Parish Council. Feedback from the village is needed. Preschool may have financial help from a Dutch couple who have moved into the village, but this may depend on Brexit and legalities. Dover Arts and Development and the architect who attended the consultation will liaise to move the project forward.

Preschool numbers have increased since last year.

WI – LD reported that the WI has not used Kingsdown recently. Their next meetings at the hall are in October and November.

Table Tennis – no issues to report

PCC – IS confirmed their booking for the Christmas Fair on 25<sup>th</sup> November 12-6pm. It was agreed that the hire charge would remain the same as last year, at £7.50 per hour. He would apply for a TEN. JB confirmed that the self defence class booked for the 25<sup>th</sup> would finish at 11am, as agreed with Liz Bembridge.

#### **8. Treasurer's report**

SL reported that our bank balance is £24,813.

It was agreed we will pay for the work estimated by Groombridge (see item 5). NH offered to attend when this work was in progress.

IS submitted an invoice for first aid kit replenishment – agreed to pay.

We have paid £988 for the lights for the side access.

SL thought that our gas bills may be high (£310 for May). He will compare costs with the same periods for last year. **ACTION SL**

JB's invoice for new mugs has been paid.

SL suggested was pay for URL renewal for 10years, and he will try to do similar for the hosting package.

SL asked JB to inform him which booking groups related to which bank stubs. **ACTION JB**

#### **9. Preschool Hourly Rent Review**

SL asked KS to confirm if the lower hall could be hired by others when preschool were using the main hall. If this is possible, AT said it will help with the transition period when preschool move to the school.

JB suggested that we could look at soundproofing, as noise may be a problem.

Our usual charge for the whole premises is £15 per hour; the current main hall is £10 per hour and the lower hall is £6 per hour. It was proposed by SM and seconded by IS that we leave preschool's rate for the main hall at £7.50 until the end of the year when we can calculate our operational base rate.

#### **10. Communication, comments and bookings**

Revision of Ts and Cs and hire agreement (see item 4)

JB reported that our dance classes, held on Saturdays for 5.5hours, will not continue in September, and so unfortunately we will lose that regular income.

JB asked if other Trustees had received an email from the Charity Commission recently. She will forward the one she had received to everyone. **ACTION JB**

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

IS had asked about the smoke alarms (see item 5). He was of the opinion that the Trustees should perform a fire drill. KS will check if preschool do one, and it was suggested that IS attend when one is scheduled for October.

JB suggested another is performed by the WI, possibly in November. LD will ask the WI. Once these have been carried out, we can review the risk assessment, which should include the position of the 'muster station'.

IS had replaced items missing from the first aid boxes. He said that record keeping was not happening, but we had not had any incidents reported.

IS was concerned about store room safety and the storage of our chairs. The idea that we could leave some in the main hall was dismissed. JB suggested that, if the mini toilet was not used much, we could convert it to a chair store. KS will ask the preschool. **ACTION KS**

#### **12. Any Other Business**

Charity Commission and trustee update (see item 10).

SM tendered her resignation as a Trustee as of the end of August. Heartfelt thanks for all her efforts were expressed. We will therefore need a new chairperson, to be elected at our next meeting.

Heritage Weekend

SM reported that a meeting will be held on 1<sup>st</sup> September in Deal which she will attend, as advertising paraphernalia will be given to all participants of this event.

NH has offered the loan of a dummy for a Victorian costume which JB has acquired.

SL will arrange for a laptop to show a CD of local pictures on a loop.

**ACTION SL**

LD offered help with refreshments.

The school are loaning display boards.

SM requested funds to purchase black paper and printer inks – agreed.

SM will submit an article to Rural RoundUp to advertise the event - deadline mid August.

**ACTION SM**

JB will advertise the weekend on Facebook, our website and in the EKM.

**ACTION JB**

We will also need posters placed around the village.

Update on missing data – JB reported that despite all her enquiries, the minutes from 1999 to 2007 had not been found. She strongly suspected that they were all disposed of during the hall refurbishment in 2010. However, we have all records from 1950 to 1999, and from 2007 onwards.

SL will investigate an online booking system.

**ACTION SL**

**13. Date of Next Meeting – Wednesday 29<sup>th</sup> August at 7.30pm in the lower hall**

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