

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

Meeting of Trustees: Wednesday 22nd February 2017 at 'Dawn', Osborne Rd.

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 8.15pm
Mr. Alan Smith	Parochial Church Council Representative (AS)
CLlr Carol Fowler	Parish Council Representative (CF)

(SM) asked (JB) to take the minutes.

2. Apologies – Mr Mike Glavin Non-Trustee Maintenance Officer (MG)

3. Minutes of previous meeting on 18th January 2017

The minutes were agreed as a true and correct account: Proposed NH, seconded JB, agreed by all present.

4. Matters arising

NH reported that the painting of the windows is booked in between 3rd and 7th April. NH will give Andy Bridges the key code, and will meet him at the hall.

5. Damp proof quotes from Anglian Tectonics and Timberwise

The quotes from Anglian Tectonics includes work from both sides of the wall (costing ~£5K), whereas Timberwise only quote for interior work. NH was asked to contact the latter so that we can have 'like for like' comparison. A third quote will be obtained if possible, e.g. from Dover based firm 'PTLS Enviro', 01304 826573, ptls@live.co.uk. JB will contact them. SM will investigate a grant for the work.

NH had received approval for accessing the area from the home owner at Old School House. NH will write to Ian Burton confirm his approval, and to thank him. **ACTION NH, SM and JB**

6. Maintenance Officer's report.

The outstanding item of work (replacement of the air admittance valve to the gent's toilet) has been completed. A damp problem in the entrance lobby ceiling had been reported. This is due to condensation, which affects the areas of the building where there is no central heating radiators. The cheapest short term measure would be to install an extractor fan and redecorate as we have done in the kitchen and ladies/toddlers /lobby, which appears to be doing the trick.

MG suggested that ideally, we could obtain estimates to extend the heating system to these areas (or at least to the entrance lobby), but this will depend on the boiler capacity (the boiler presently serves nine radiators). We decided this was not an option we would pursue, but we would monitor the situation.

7. Treasurer's Report

Preschool Rates and Wi-Fi

(SL) proposed that we pay the previously agreed 50% of the cost of broadband to preschool for Nov to Feb inclusive ASAP. Seconded by SM and agreed by all present.

(SL) stated that the precise current preschool hourly rate cannot be accurately calculated as we do not have precise hours of use, but he estimated that they have been paying about £8 per hour. The base rate for the running of the hall had been calculated as £5.62 per hour.

(SL) was concerned that Preschool's monthly payment for February had not been received.

(SL) proposed that we offer preschool a 22.22% reduction in the hourly rate from £9 to £7, backdated to the beginning of 2017. Seconded by (CF) and agreed by all present

(JB) was asked to circulate invoices for terms 3 and 4 to all for agreement, and they will then be sent to preschool for payment. (AT was absent for this discussion). **ACTION JB**

(AT) joined the meeting. She thanked the Trustees for their consideration of a reduced rate, and agreed that in future, booking forms will be submitted in advance of the start of term. (AT) stated that the group are trialling different hours, and parents had been asked to return a survey suggesting increased hours on Tuesdays and Thursdays after Easter. Projected numbers were down for September. (JB) confirmed the hours were available, and they will liaise in due course.

(AT) stated that the draft agreement between preschool and the Trustees regarding an hourly rate, and booking procedure can now be signed, as the hourly rate had been agreed by the Trustees. (SM) signed the agreement and (AT) took the document so that preschool could countersign it too. **ACTION JB and AT**

Our bank balance is £17335.86, which includes the grant for the windows decoration. This figure is down on last month due to payments to Dover Glass, Groombridge (fans), Williams (gas) and the table tennis table donation. The bank statement was signed by all present.

SL asked JB to forward to him details on bank credit slip payments to date. **ACTION JB**

The annual accounts were agreed by all. SM will send them to the Charity Commission. **ACTION SM**

SL will print 10 copies of the summary sheet for the AGM. **ACTION SL**

(SL) suggested that several groups (e.g. PC, WI, VH) shared the cost of buying a projector (~£300) and lectern. He will research suitable ones. **ACTION SL**

(CF) commented that the PC would need a grant application completed, and that the PC would need such equipment for their annual parish meeting (speaker Melanie Wrigley) which will be held in the main hall on Friday 24th March.

(JB) was asked to submit her invoice for a projector screen (£10).

(SL) was thanked for all his work. **ACTION JB and SL**

8. Communication, Comments and Bookings

(SM) reported on the booking issue with a local couple, who have since cancelled their provisional booking. This issue will be discussed again when it arises.

A 50th birthday party had been held in the hall on 21st January. Neighbours had complained on social media (not to us directly) about the noise, the hog roast on the forecourt, and the inconsiderate parking. (SM) proposed that for future such party bookings, that we ask for the music to cease at midnight (even though our premises licence allows this until 1am). This was agreed by all.

The Trustees have no control over the parking issue, but there are notices in the hall asking for hall users to park considerately, and to vacate the building quietly if leaving the hall after 11pm.

(AS) offered to draft a general communication for publication in the Rural Roundup in order to show the public that we had discussed and revised our approach to party bookings. We should include details about the new windows and decisions made at our AGM. **ACTION AS**

9. Windows Grant Publicity

(CF) has ordered some small blue stickers for the windows, and has advertised in the EKM, so we will have met all the advertising requirements of the National Lottery. See item 4. (NH) noted that there is a small surplus of grant in respect of the VAT on the cost of replacing the panes of glass, (VAT on £205.00). It was agreed by all that it was not necessary to go back to the grant providers to explain this as the amount is so small.

10. Fire and Health and Safety Risk Assessments

(NH+JB) have issued all revised risk assessments. We are waiting for the gas certificate from Williams.

11. ACRE Training Day on 4th Feb 2017

SM and JB had attended, and a report had been circulated prior to this meeting.

(SM) and (JB) had asked ACRE about a reduction in our insurance relating to this scheme, and were told it depends on the company we use. (NH) said we do not get a reduction.

ACRE suggested that the Treasurer is authorised to pay any bills by BACS the same way as if cheques were issued – i.e. pre approval by more than one person. It was agreed that (SL) pay all utilities as they fall due, and for any 'ad-hoc' payments, he will send round an email proposing payment, which will be authorised on the receipt of two positive replies.

(SM) suggested we renew our membership of the Hallmark scheme. Agreed by all. (JB) gave (SL) the relevant paperwork and he will forward payment of £20 to ACRE. **ACTION SL**

Points to follow up: - (see report)

Ringwold Village Hall had also attended the workshop. It was felt both halls may benefit if we communicate with each other.

In order to attract more Trustees, SM suggested face to face requests.

We will need to update our list of Trustees with the Charity Commission after the AGM (e.g. remove Val and Nick, and add any other Trustees).

We need an up to date complete inventory.

Mike's self employment status needs revision.

ACRE has sent us an invitation to a Convention Day on 8th April.

12. AGM – 27th March 2017 at 7pm - publicity and reps

JB had submitted an advertisement to the Rural Roundup for inclusion in the March issue.

The following people confirmed that they will continue as reps of their respective groups –

WI	SM
Table Tennis	SL
Parish Council	CF (until their AGM in May)
Preschool	AT
PCC	AS

JB was willing to be re-elected, but NH will sadly be retiring after the meeting. NH was thanked for his valuable contributions.

JB has printed some posters which will be distributed around the village.

Reports will be required from the chair and the Treasurer, and group reps are also invited to prepare reports.

Refreshments will be provided.

13. Any Other Business

Commemorative Plaques – (SM) will research these.

Ron Broadley (PC) – Ron had asked for our thoughts on having a small library on the mezzanine. It was considered not appropriate by the Trustees.

VH logo - (SL) and (CF) showed some designs, and the chosen one (with 'softer edges') will be used on all paperwork, plaques and publicity material. **ACTION SL and CF**

Missing Key - (JB) said that the key issued to the Rector should have been posted to Jean Winn, who will deliver it to the hall in due course.

Preschool Keys – AT holds one, and a further three are held by preschool staff.

(SL) suggested we should use our website to reply to all official emails. He will advise. **ACTION SL**

(CF) gave us some information from the Parish Council:-

The PC are 3 councillors short at the moment, and are in the process of co-opting 2 new councillors. The application deadline is 10 March; interviews to commence 20 March and appointments made by 24 March.

The annual meeting is to be held in the hall on 24th March.

There will be a beach clean on 30th April from 10.30am.

Booking forms and payment for their meetings for 2017 are in the post.

14. Date and Venue of Next Meeting – the AGM on 27th March 2017 at 7.30pm,

Meeting closed at 10pm