

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

Meeting of Trustees on Monday 22nd May 2017 in the Lower Hall

1. Record of members present

Mrs. Sharon Morris	WI representative (SM)
Mrs Anna Taylor	Pre-School Representative (AT)
Mrs. Jane Banks	Village Representative (JB)
Mr. Mike Glavin	Non-Trustee Maintenance Officer

2. Apologies

Mr. Alan Smith	Parochial Church Council Representative (AS)
Mr. Simon Longland	Table Tennis Representative (SL)
Cllr Carol Fowler	Parish Council Representative (CF)

3. Minutes of the previous meeting on 12th April 2017

Proposed by (SM), Seconded by (JB) as a true record of the meeting. (SM) signed the minutes.

4. Matters Arising

We have received the signed copy of the recent agreement on preschool hire charges.

(SL) has submitted our annual accounts to the Charity Commission.

16f – (SM) is not a Heritage Association Trustee at present.

5. Maintenance Officer's report

- a) The lockable cupboard in the lower hall is no longer required for next week, but a Wi-Fi code is needed. (SL) will be asked to send the hirer a code. **ACTION SL**
- b) MG reported that he has replaced several light bulbs in the security lights on the forecourt, and will repair and paint the front gate during the half term break.
- c) MG's quote for decorating and boxing in the pipe work and soil pipes in the toilets was accepted (£295), and this will be done during the half term break.
- d) (MG) will build the mezzanine storage during the half term break.
- e) (MG) reported a blocked toilet during the garage safari, which he had managed to clear. He recommended the purchase of a set of drain rods to keep on site. (SM) may have a spare set. **ACTION SM**
- f) (MG) had put brackets on one of the hall radiators, as this had been reported as a H+S issue (see item 9)
- g) All authorised work will be completed by (MG) during the half term break. **ACTION MG**
- h) (MG) queried the use of the toddlers' cupboard in the chair store, which is still in use by the preschool. It measures 5ft x 3ft x the height of the store. (AT) stated that space to store files equivalent to another large filing cabinet is required by preschool. (SM) suggested we may be able to utilise the top of the cupboard. (AT) will report back at a future meeting, as the mezzanine storage will solely be for Trustee documents.

6. Agreement on Hall Policy on self employed persons and insurance

- a) The financial policy with respect to self employed contractors (eg.MG) was agreed by those present. Hourly rates will be reviewed annually in line with the government's living wage recommendations.
- b) The policy on self employed contractors was agreed by those present. (AT) noticed a typing mistake in the job description which will be rectified.
- c) The inventory was agreed by those present.
- d) The policy on hall bookings was agreed by those present.

All four documents were proposed by (SM), seconded by (JB), agreed by (AT) and signed by all.

(SM) will keep the signed copies for our records.

It was stated that we need to be aware of the times that the hall is occupied over and above the hours requested on booking forms received. We need to check with (SL) about public liability in such cases. **ACTION SL**

It has come to our notice that the hall was occupied on the day of the recent Garage Safari from 7am to 4pm (not 8am to 2.30pm as booked).

We need to look at our cancellation policy.

A villager had cancelled her lower hall booking twice recently. (SM) will tell her that we will carry over the booking again, rather than refund her £36, but only if we do not have another booking at the time she rebooks.

We need a list of TENS applied for during the year.

ACTION SM

We need a written policy for our plans for general maintenance and repair.

7. Treasurer's report

(SL) had sent his report by email before the meeting.

He had paid Southern Water and set up a direct debit. The account is now in the correct name.

He had also paid the website invoice.

A refund will be issued to the WI for their cancelled booking in August.

£20 had been paid for our Hallmark inspection.

The landlord's gas safety certificate has been received.

He requested an invoice from Preschool for our use of Broadband, and suggested this was set up as a monthly debit. (AT) said a receipt had been issued.

All present agreed with the report.

8. Communications, comments and bookings

(JB) reported new classes on Tuesday evenings for a keep fit boot camp, and a possible Tai Chi and Qugong class on Thursday evenings.

(JB) was asked to write a letter to Rex and Rita Martin for their very kind donation of £150 from the proceeds of the garage safari – the 8th one they have organised for the village.

ACTION JB

9. Fire, Health and safety risk assessments

See item 5 re radiator brackets.

No other problems or issues reported.

10. Damp proof Grant application

We cannot apply to Awards for All until September, Mark Reeves from the KCC said no grants will be considered until 2018, and Shuna Body from DDC said they will not consider applications until after the general election.

11. Grant Application to Parish Council

(JB) had submitted our application, but the PC wanted more details of the equipment we were considering. In view of the position regarding the difficulties of applications to other funding bodies, and the fact that the damp issue was felt more important, (JB) will ask the PC if they would consider helping us with treating the damp rather than purchasing the projector and sound equipment. We have 3 quotes for this work from Anglian Tectonics, Timberwise and PTLs Enviro.

ACTION JB

12. Any Other Business

Annual feedback survey - (AT) reported work in progress.

(AT) will establish ASAP preschool's hours from September. They have been working hard at promoting.

Deed of Trust – (SM) is waiting for a reply from a contact at Canterbury.

The school have asked to borrow some tables for their fair on 1st July. Agreed

(SM) asked to borrow 2 tables for the Kent Family History Society on 24th June.

We had received notice of another ACRE training day at Denton's village hall on 11th July, but none of those present were available. (SM) will reply to the invitation.

ACTION SM

13. Date and Venue of Next Meeting – Wednesday 29th June 2017 at 7.30pm in the lower hall.

Meeting closed at 8.45pm