

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

Meeting of Trustees on Wednesday 24th January 2018 at 7.30pm in the Lower Hall

1. Record of members present

Mrs. Sharon Morris (Chair)	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)
Mrs. Linda Dalton	WI representative (LD)
Mr Mike Glavin	Non-Trustee Maintenance Officer (MG) – left at 8.15pm

2. Apologies – None

3. Welcome to new Trustee

Linda Dalton (LD) was welcomed as a trustee of the village hall as the WI appointed representative. (SM) will update the Charity Commission website as required.

4. Minutes of the previous meetings on 13th Dec 2017 and 12th Jan 2018

13th Dec - Proposed by (AS) and seconded by (IS), 12th Jan Proposed by (JB) and seconded by (IS) and agreed. (SM) signed the minutes.

5. Matters Arising

(SL) asked about the drainage to Old School House. (MG) said he had agreement from the tenant and the owner to re-route the drainage across the rear of the hall and then into the drain on that property. This was the cheapest option of the 3 investigated (see item 6).

Keys – (SM) was given a key to the post box and (SL) a key to the mezzanine storage. (JB) will send her invoice for £12.80 to the Treasurer. **ACTION JB**

KCG rep – (SL) reported that the group may book the lower hall on the third Wednesday of the month for their meetings, and appoint a representative to the hall committee.

Plaques – (MG) said the plaque needs to be put on a piece of hardwood before being placed on the wall near the defibrillator. The stake will be set in concrete. The date for the unveiling of both has been arranged for Tuesday 30th January at 11am. Thanks were expressed to (IS) for organising. (JB) will inform preschool.

6. Maintenance Officer's Report

(MG) reported that he will get spare keys cut for preschool's external storage and invoice us. He has arranged with (JO) that the guttering work on the LHS of the hall will be done once the concrete path has been laid. He will complete the work on the Old School House side soon, as per his estimate (see item 7).

It was agreed that an arch would be constructed to bridge the gap in the wall made for the fire escape path. He will submit an estimate. (IS) gave (MG) contact details of a local bricklayer (jeffpalmer7@btinternet.com, 01304 361297). (MG) will also consult the workers on site, and will aim for 3 estimates for the work.

He will also contact Groombridge re the electricity supply to the notice board and defibrillator cabinet, and advice on installing lights on the steps on the new access. **ACTION MG**

There was a discussion about the impact this will have on preschool. We will inform preschool, but it was agreed that the children would be their responsibility.

(MG) had submitted an estimate for painting – see item 7.

(MG) left the meeting at 8.05pm.

7. Treasurer's Report

The email for re-routing our rain water disposal system was submitted by (MG) on 22nd January, and agreed by the Trustees:-

- i. Remove all existing guttering and down pipes currently discharging rainwater to the development site.
- ii. Replace and renew as necessary gutters and down pipes to fall and discharge rainwater to front roof section over the porch and thence to main drainage system.
- iii. Remove and replace gutters to the rear flat roof section to fall to new down pipe and pipe work to the existing gulley/main drain on the rear corner of the hall within the garden of school house.
Materials £195 Labour. £240 Total. £435.
- iv. (MG) will liaise with the contractors regarding access to the development site.
- v. The owner (landlord) and tenant of School House have already given (MG) consent.

The total cost of £423.96 which included materials, for painting the skirting boards and side wall had been previously agreed – details given to Treasurer.

(SL) reported that our bank balance is £23,283.08.

He had paid £154 to RG Williams for gas servicing, and £180 on 19th January for Heather's Dance Sessions. We have had a payment from St John's Heritage Association for £10 for the use of the forecourt on the Garage Safari on 13th May. (JB) said the relevant booking form was to follow.

(JB) submitted an invoice for £12.80 for the two keys she had had cut, and £63.94 for the purchase of four canvasses (agreed in November 2016) which should be delivered soon. Payment to (JB) agreed.

During last year, our expenditure was £15224 and we received £725 in grants and donations.

(SL) calculated that we have £14,449 net, and the hall was used for 2056 hours. Our base rate for hourly use is calculated at £7.05.

(SL) pointed out that this year we will have extra expenditure for guttering, masonry and decorating work, whereas last year we spent over £5000 on damp work and double glazing.

(SL) will submit the annual accounts to the Trustees at our next meeting for their adoption. **ACTION SL**

It was agreed that our charges for use of the hall will be the same as agreed in November.

However, the special agreement made for preschool in their difficult circumstances for 2017 is unsustainable. No effort has been made by preschool to transfer the broadband and Wi-Fi account to the hall, which was offered to help improve their financial position. Communication has been very limited, and they have not appointed a representative to the hall's committee.

(JB) was actioned to write to them informing them of an increase in their hire charge to £8.50 per hour for the whole premises and £6 per hour for the lower hall with effect from 1st January. We will offer a discount if a representative is appointed. **ACTION JB**

8. Communication, comments and bookings

Our regular hirer for the lower hall has not rebooked due to lack of interest from the villagers. She has however (with agreement from the church wardens) booked the main hall for the garage safari on Sunday 13th May from 7am to 4pm at a discounted rate of £9 per hour. The church wardens have also agreed (in November 2017) that the main hall can be booked by her on the first Sunday of every month.

Preschool have been offered the lower hall for the same event at £4 per hour, and the church have the use of the forecourt for £10 (see item 7).

(JB) reported that we have a children's party booked for this Saturday, and that the hall will therefore be in use all day and evening.

(SM) agreed to hold the booking diary whenever (JB) is not here. (SL) has altered the email accordingly.

(LD) highlighted a potential problem from the WI re the lack of heating in the hall during their recent meeting. She was told that the thermostat must not be altered, but to check that the boiler is switched on. It was suggested that the WI consult with the preschool staff about the main doors being left open. Preschool will be on holiday for their meeting on 12th February. (JB) was asked to include this in the letter to preschool (item 7).

Mr Dobby from the St John's Heritage Association has requested the use of the hall for their Christmas Fair on 25th November. (JB) was asked to confirm the booking, the terms to be agreed at a later date. **ACTION JB**

9. Fire, Health and Safety Risk Assessments

(IS) confirmed that the fire extinguishers had been checked in December. The key audit was reported in the minutes of 12th January 2018, and the gas safety is due in February. He will arrange this visit for the half term week (later confirmed for 8.15am on Monday 12th Feb), inform RG Williams of the key safe code, and (IS) also intends to be present.

(IS) will update the risk assessments and sent them to (JB) to add to our website. He will check the first aid boxes in the near future, but we have not been informed of any accidents.

ACTION IS

10. Amendment to Deed of Trust

Now that we have approved the minutes of 13th December, (SM) will send them, plus these minutes, to the Charity Commission. It was pointed out that the wording for clause two had been approved by the churchwardens (we have no vicar at present) and by the Trustees, and if there are no problems as far as the Charity Commission is concerned, these will become part of our Deed of Trust 60 days later.

11. Update on Village Hall Research by SM and JB

(SM) gave an update to the Trustees. She said that minutes from 1950 had been found in the Deed Box along with correspondence. We had found it fascinating to find that the Curlings gave the school, as it was then, on trust to the vicar and church wardens of St John's, and they had sold it to the PCC in 1951 when the Diocese wanted to sell the building once it became redundant and had been closed down as a school in 1937. Our Deed of Trust includes the terms of the subsequent sale for £250 from the PCC to the village (or rather the hall Trustees) – the name of the hall was to be St John's Village Hall, Kingsdown, and the church could use it on Sundays and Good Fridays – hence clause 2 that we have recently agreed to update.

The Trustees relied heavily on an annual village fete organised by them and held in the grounds of Red Cottage, the proceeds of which were divided between the hall and the church. The Trustees, among them a Colonel, a Major, a Lady, and bank managers etc, also organised subscriptions to a bus shelter (at the bottom of Upper Street near the Rising Sun) and the playing field.

There were also details about stormy Trustee meetings – one past chairman had resigned and walked out of the meeting after a vote to allow a playgroup to operate at the hall.

(SM) mentioned the 'Albemarle scheme' whereby halls were to be used by churches for 'ecclesiastical or church purposes only'. (SM) said that the intention is to hold an exhibition in the hall to coincide with the National Heritage week in September. (JB) will circulate our results in due course.

12. Any Other Business

It was noticed that 3 large hooks had been put up on the wall in the lower hall opposite the windows. (JB) was asked to query this with (MG).

ACTION JB

(JB) had acquired a notice board, and was actioned to ask (MG) to put this up opposite the preschool board on the steps into the main hall.

ACTION JB

We discussed putting a glass box containing a key for access to the lower hall, and decided to monitor the unbooked use of the hall. (JB) had already put up notices asking people not to use either hall unless they had booked it.

13. Date of Next Meeting – Wednesday 28th February in the lower hall at 7.30pm

Meeting closed at 9.20pm