

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

Meeting of Trustees on Monday 24th July 2017 in the Lower Hall

1. Record of members present

Mrs. Sharon Morris	WI representative (SM)
Mrs. Jane Banks	Village Representative (JB)
Mr. Simon Longland	Table Tennis Representative (SL)
Mr. Mike Glavin	Non-Trustee Maintenance Officer

2. Apologies

Mr. Alan Smith	Parochial Church Council Representative (AS)
Mrs Anna Taylor	Pre-School Representative (AT)

3. Minutes of the previous meeting on 28th June 2017

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

4. Matters Arising

Cllr Mike Norfolk has resigned from the Parish Council, and no replacement VH rep has been appointed.
Discussion on our new logo was deferred to a future meeting.

The key safe code has not been changed yet.

ACTION MG

5. Maintenance Officer's report

- (MG) will clear the overgrown area outside the side fire escape exit during the week beginning 31st July.
 - The PA has a loose wire, which (MG) has fixed temporarily. (SL) will inspect the system prior to a booking for a conference on 9th August.
 - We had reports of mice in the building, but they have not been in evidence recently.
 - We need to attach some window furniture to the main windows, which can now open. (SL) may have some. He will liaise with (MG) to install.
 - (MG) suggested that the main entrance steps need attention and repainting, and the skirting boards in the main hall also need attention. This will require the hall to be closed for at least 3 days. After inspection and discussion (later in the meeting) it was decided not to do this work at present (see item 7f)
- (MG) left the meeting at 7.30pm

6. Treasurer's report

(SL) confirmed the refund to the yoga teacher had been paid, although the cheque has not been cashed. Our bank balance is £20,536.97.

(SL) will contact the Parish Council to ask for their 'terms and conditions' regarding payment of invoices, and will ask about the £12 hall hire outstanding for 10th July. (JB) will forward the relevant emails to him.

(SL) has paid (JB) for the foam for the mezzanine seat which she purchased on behalf of the hall. (JB) was thanked for her donation of the seat cover.

(JB) gave (SL) her receipt for £5 for the purchase of bleach and sponge cloths.

ACTION SL

(SL) offered to hold the booking diary, and will alter the 'bookings @' web address for August.

7. Communications, comments and bookings

- We have a booking for Wednesday 9th August for a conference. (JB) will forward the relevant emails to (SL) as payment is still required. **ACTION JB**
- The garden society wish to use the hall's tables for their show at the school on 13th August.

- c) Request to borrow the tables – it was decided that we will only hire out our equipment to village organisations for events, and not to individuals. (JB) will respond to a recent enquiry, and update the website accordingly. **ACTION JB**
- d) A villager who uses the lower hall for photography sessions has paid her two recent invoices late, but has now paid for her booking on 1st August. (SL) will send her the key safe code. **ACTION SL**
- e) We have had a request from the table tennis group to use the hall from September on alternate Friday evenings for matches. (SL) will email the organiser to request a booking form for dates up to the end of the year, and will stipulate that we require payment 14 days in advance. If matches are cancelled with less than 7 days notice, payment of the hall hire will be forfeited. **ACTION SL**
- f) We have received a letter from the preschool asking us to reconsider their hourly hire charge to help their present financial status, and informing us that they are seeking alternative accommodation. The advice from Jenny Bradbury of ACRE was as follows:-

A village hall charity is governed by its objects in the governing document and cannot give funds to another charity, nor subsidise another. It would be against your governing document and charity guidelines.

The best option is to set your hire fees so that perhaps charities and local and/or regular users received a discount on the normal hire fee. This should be standard for all your users. It is not good practice to reduce it for one group only as it sets a precedent. All users must pay the same.

The only time you might give a concession is if a group is just starting up and you want to encourage them to use the hall and might reduce their rent for one or two meetings until they get more members.

The income raised by your charity is for use by the charity for the upkeep of the hall and should not be used to financially benefit users.

In view of this advice, the fact that the hall's running costs are nearly £6 per hour, and the fact that we agreed a generous discount for preschool in February, we felt we are unable to offer any more help to the group. Neither can we accommodate their request for more hours as this would impact on all other village groups and organisations.

(SL) suggested that we offer to take over their Broadband contract.

(SM) will reply to their letter, and include this offer.

ACTION SM

Several ideas were suggested if we have to fill the gaps in our booking diary should preschool leave the hall, such as beginners computing courses, auctions, and tea, chat and coffee mornings.

(JB) will prepare an invoice for term 1 which starts on Tuesday 5th September, to include a request for time to sort out their store cupboards on Monday 4th. She will send this to (SL). If we decide to carry out the damp proof work, this date may not be available for preschool (see item 9).

ACTION JB

8. Fire, Health and safety risk assessments

It had been reported that some items in our three first aid kits were out of date. (SL) will check the contents and purchase replacements where necessary. Proposed by JB, seconded by SL. Agreed.

9. Damp proof Grant application to Parish Council

(JB) had submitted our application in May, and had been told it was on their agenda for 17th July. The PC finance committee will make recommendations to the full PC in August, and so we are unlikely to hear from them until September at the earliest.

(JB) gave (SL) information and quotes for the damp treatment. He will get some independent advice, chose one firm and fix a suitable date for the work to be carried out.

10. Grant Application for projector and stands

(SM) commented that the WI would be willing to contribute to the purchase of these items. If we receive any more donations, we will purchase suitable equipment without applying for further grants.

11. Hallmark Visit

(SM) had not heard back from Paul Smith, the ACRE representative as regards a date. She will telephone and try to fix a date for the end of August.

12. Any Other Business

The only TENS applied for during 2016 was for the Christmas event. Maintenance updates are covered in (MG)'s report at each meeting.

Gardening update:-

Deborah reported that many people in the village seem pleased that the gardens are being tended and they are showing an interest in the work that is being carried out. She is in the process of weeding/clearing the borders that run along the side of the grassed area up to the area that the preschool look after. She would like to request the following:

Once cleared, new compost is added to the beds as there is barely any earth covering the ground in places. She would then add the compost to the beds and continue to weed and replace the weeds with ground covering shrubs and bulbs for the Winter/Spring months.

The liners in the wall baskets are 'on their last legs' and need replacing (estimate £20 to replace). She proposes this is done at the end of the summer, and will re-plant them for the autumn/winter months with a small range of evergreens/berries to continue to provide some colour.

She has added to the front bed sunflowers and flowers she has grown, plus other people have donated plants free of charge. She has removed the poppies that have finished flowering and will make the seeds available to those that want to plant them up in their own gardens in due course, as quite a few people are interested.

We suggested a budget of £75 to cover this, and thanked (DL) for her hard work.

13. Date and Venue of Next Meeting – Wednesday 30th August 2017 at 7.30pm in the lower hall.

Meeting closed at 9.30pm