

## Minutes of meeting of Trustees of St Johns village hall on Thursday 26<sup>th</sup> April 2018

Meeting began at 7.30 pm downstairs at the village hall

Present ; Simon Longland (SL) acting chair

Linda Dalton (LD)

Ian Stephen (IS)

Nick Hansom (NH)

Kate Stephen (KS)

Mike Glavin (MG)

Apologies for absence ; Sharon Morris (M), Jane Banks (JB) and Anna Taylor(AT)

1) Maintenance; MG talked about the electrical work (lighting) to be done on the fire escape passage. The two estimates, Groombridge and RS Electrical, were discussed. MG said that the picket fence at the front needed painting, and the fire escape pathway needs finishing (laying of shingle), and that he would do both jobs the cost of which should not exceed £250 including materials. This was agreed to be done

MG also referred to the emergency repair to the lock on the front door. The cost of the repair, labour and materials was £132, which was paid by MG and has now been reimbursed to him.

MG mentioned barriers that had been put up separating part of the adjoining building site from the holiday park, and that there was now a gap behind the holiday park car park and the rear of the hall. It was agreed that the holiday park should be alerted as its visitors might stray onto the hall's land and cause damage or be injured, and asked to put up some kind of barrier. SL to advise the KPCOA chair about this issue.

IS raised the question of testing the fire alarm and recording the tests in a log. MG agreed to carry out the tests, along with the smoke alarm tests and to log them together. This to be done ASAP as well as in November at the same time as the PAT tests

After MG left, his £250 spending limit was discussed. This is for works over and above his cleaning etc charges. MG is aware of the limit, he has to provide estimates for the costs incurred and details of time spent, and ask for authority if he expects the limit to be exceeded.

Of the 2 electrical quotes, Groombridge was preferred as it appears that no VAT is chargeable. All present agreed though no vote was taken. SL to advise Mike that Groombridge can proceed with the work.

2) Minutes of last meetings;

The minutes of February's meeting were agreed; proposed by KS; seconded by SL

Minutes of March's (AGM) meeting were agreed; proposed IS; seconded SL

3) SL referred to Resolution 280. This concerns the use by the Church of the hall and the agreement that charges would be made for such use. This has been sent to the Charity Commissioners for registration.

SL mentioned the costs of using the telephone. Preschool have made telephone calls using the line and agree that they are responsible for any charges incurred.

4) Handrails at each of the steps of the fire escape pathway (shown on the map produced by Jason Oliver) have not been installed. These are to be put in at Mr Oliver's expense according to an agreement made with him. SL to ask MG to remind Mr Oliver to do this.

IS referred to the need for a suitable notice to be placed where appropriate for the procedures for using the fire escape, and that a trial drill might be arranged.

5) User groups;

Preschool would like to use the left hand cupboard in the downstairs room for storage. It is currently empty. It was unanimously agreed that they should be allowed to do so, but they would empty it for the summer school holidays.

KS reported that preschool numbers were looking better, and that they are beginning to charge parents for "extras". She said that a Dutch couple recently moved into the village had offered a donation of a substantial sum to preschool, and had offered their services to it. They used to run a similar type of school in Holland.

The WI used Ringwould hall last month, but would use Kingsdown this coming month.

Table tennis had nothing to report.

6) Treasurer's report. SL reported that the hall is £24,143.17 in credit

SL reported that there is a plan to upgrade the kitchen, though no steps to obtain quotes, grants etc had yet been taken. It was thought that the summer holiday break would be the best time to carry out the work. It was suggested by others that the lavatories should be re-furbished as well. These items are both matters for later more detailed discussion.

SL reported that he is working on an online booking system. This would not, at present, include an ability to take money online, but would incorporate a requirement that a deposit be paid within a certain time (3 days) of booking to secure it. The purpose is to make booking simpler as the booking diary would be online. The booking system would apply to all clients, including preschool and groups who book regularly, as well as one-offs.

7) Data protection

IS informed the meeting that the General Data Protection Regulations come into force on 25<sup>th</sup> May 2018. This would require careful consideration of wording of eg booking forms to ensure that clients are made aware, and agree to their personal information being kept by the hall. Details about the purpose and duration of the storage of this information would also have to be explained.

SL is to circulate details of the Google drive procedures.

8) Fire and Risk assessments

IS reported that the Fire and Risk assessments have been posted on the website and are up to date.

He has contacted ACRE to get more recent Fire and Risk assessments documents.

IS has looked at the First Aid Kits.

8) Any Other business.

The complaint made at the AGM concerning the hiring of the hall by a person who might represent a danger was discussed. It was agreed that SM had done the right thing to consult the police about the hall's obligations in these circumstances, and should be applauded for having done so. KS reported also that she and AT had spoken to the complainant who had agreed that her fears were unfounded.

A second complaint raised at that meeting was by a regular hirer of the hall, who had issues about being unfairly treated when making bookings. It is hoped that the new online booking system would eliminate any such difficulties arising again. It was agreed that this matter, and that of bookings in general would be discussed at a subsequent meeting when JB and SM are present.

The arrangements for the Heritage weekend in September were discussed. It is thought that the Trustees will wish to use the hall some weekends for preparation between now and the event in September.

It is noted that IS has replaced Alan Smith who has retired as Trustee, as representative of the Parochial Church Council. SM is to send Alan Smith card etc in acknowledgement and thanks for his contributions.

The meeting closed at 9.07 pm

The next meeting is fixed for Monday 4<sup>th</sup> June at 7.30pm