

Minutes of meeting of the Trustees of the St Johns Village Hall Kingsdown on Wednesday 26th June 2019 at 7.30 pm.

1. Record of members present.

Nick Hansom (Chair)	Village representative (NH)
Simon Longland (Treasurer)	Table Tennis representative (SL)
Mrs Linda Dalton	W.I. Representative (LD)
Ian Stephen (H+S)	Parochial Church Council representative (IS)

2 Apologies

Apology received from Jane Banks (Secretary) (JB)

3. Minutes of Previous meeting on 22nd May 2019

SL proposed the minutes as a true record, seconded by IS and agreed. NH signed the minutes

4 Matters arising.

Advice has been received that Preschool have been granted permission to proceed with the construction of a building on the grounds of Kingsdown Primary school.

5 Treasurer's Report.

SL reported that our Bank balance is £33,000.06, and that there is nothing outstanding, either debit or credit.

It was agreed that JB would be asked to write to Pre-school to tell them that an adjustment of the rate to be paid by them would be made; to confirm that they are up to date until July this year, and to give them as much notice of the proposed increase as possible to facilitate their accounts. ACTION JB

SL said that there has been damage directly attributable to preschool (eg repairs have been necessary to the fence because of damage caused by preschool children). It was suggested that Preschool be asked to pay a £1 per hour increase or repayment of the costs of repair.

Preschool currently pay £7.50 per hour and have paid up to July this year.

The base rate (approx. £6.00), on which users charges are calculated, is calculated at the end of the year for the following year. SL agreed to make the appropriate calculation as at December 2018 on which preschool's charges from September 2019 would be based. ACTION SL

SL will also look at the cost of damage attributable to preschool is. On this question points were raised as to how it would be possible to show to preschool that they alone are responsible for damage we might wish to make them pay for. ACTION SL

It was regretted that preschool no longer had a representative to attend Hall meetings.

SL gave notice to the meeting that he wishes to stop being Treasurer from March 2020 though he intends to remain as Trustee. The meeting thanked him for all he has done in that role.

6 Reports from User Groups.

SL had nothing to report on behalf of Table Tennis

LD had nothing to report for The W.I.

IS had nothing to report on behalf of the Church.

7 Communications, comments and bookings

JB kindly submitted a report for the meeting saying;

That; she had given Richard Siddans an “essential Trustee” booklet and told him he would need to sign the declaration. Richard Siddans, the Trustees have been advised, has been appointed by the Parish Council to be its Village Hall representative. He has not, to date, attended any Village Hall trustee meetings.

That; she has written to the Kingsdown Rocks Committee thanking them for their contribution to The Hall of £65 relating to the Garage Safari, and to other donors.

That; bookings were going well, a query for a 17th birthday party has not yet confirmed, and a potential series of bookings by a dance teacher from September 2019 is yet to be confirmed. (but see later, para 11)

That; the pilates course has sold out (6 weeks from June 5th 2019).

8 Fire escape

NH had proposed draft letters to DDC and to Jason Oliver, which had been circulated before the meeting. The meeting agreed to amend both letters and it was agreed that both letters should be sent as amended. They are to be signed by all Trustees.

ACTION NH

In the meantime it was agreed that a sign be put up at the bottom opening to the fire-escape disclaiming liability. NH to speak to insurers for their opinion of the effectiveness of such a sign.

ACTION NH

9 Fire, Health and Safety.

Preschool are happy with the updated risk assessment carried out by SL re Legionella, and JB will update this on our website at paragraph 8 as soon as possible.

ACTION JB

IS reported that there had been no activity regarding the First-Aid kits,

And that the arrangements for stacking chairs is satisfactory.

10 Maintenance Issues

Condensation in lobby ; It was agreed that it would probably be very costly to retro-fit insulation onto the roof of the lobby, and that a more cost-effective option would be to install a de-humidifier, and to see if this would be effective to prevent condensation. SL agreed to ask Gary Groombridge his opinion on the positioning of a such a device and the necessary installation of an electrical supply, and drain for the evacuation of water.

ACTION SL

11 Any Other Business

The Heritage Exhibition is proposed for the 14th September 2019. There had been interest shown by a dance teacher to book Saturdays from September which would have necessitated moving the Heritage exhibition, but the dance teacher has since changed her mind (on account of lack of close parking was the reason given)

It was suggested that steps be taken to remove the rubbish behind the Hall, and it was thought that some time in August would be best for this.

Date of next meeting provisionally 24th July 2019 at 7.30 pm.

Meeting closed at 8.45 pm