

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

**Meeting of Trustees on Wednesday 28<sup>th</sup> June 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 Mike Norfolk	Parish Council Representative (MN)

**3. Minutes of the previous meeting on 22<sup>nd</sup> May 2017**

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

**4. Matters Arising**

Date of today's meeting is Wednesday 28<sup>th</sup> June (not the 29<sup>th</sup> as stated)  
Cllr Mike Norfolk has been appointed by the Parish Council as their new Parish Council Representative, and he replaces Cllr Carol Fowler.

**5. Maintenance Officer's report**

- a) MG has decorated and boxed in the pipe work and soil pipes in the toilets, all except in the disabled toilet, because he is monitoring a leak there. He has sealed the joint, but we may have to employ a plumber to fix the original bad design. This may mean the kitchen will be out of use for 2 days.
  - b) The mezzanine storage box has been completed. MG gave SM and JB a padlock key each.
  - c) (SM) has donated a set of drain rods to keep on site.
  - d) (AT) will report back on the use of the toddlers' cupboard in the chair store.
  - e) The front gate will be painted soon.
  - f) (MG) queried the overgrown area outside the side fire escape exit. (JB) was asked to contact the land owner to ask if we can clear the area to satisfy our H+S responsibilities. **ACTION JB**
- (MG) left the meeting at 7.50pm

**6. Treasurer's report**

(SL) had sent his report by email before the meeting.  
Our bank balance is £21,165.32  
He has paid the Rural Roundup invoice.  
(JB) submitted an invoice for her expenses 1<sup>st</sup> Jan to date for £15.16. (AT) proposed and (SM) seconded payment.  
(JB) thought the refund to the yoga teacher had been paid, although it is not on the bank statement. (SL) is asked to check. **ACTION SL**

**7. Communications, comments and bookings**

(JB) reported that the keep fit boot camp had discontinued as it had not been viable.  
We have a regular Tai Chi and Qugong class on Thursday evenings.  
It was pointed out that it is not the responsibility of the Trustees to ensure hirers are CRB/DBS checked – it is stated on our booking form that this is the responsibility of the hirers to obtain these check where necessary.  
We have some regular bookings for the lower hall during the summer months.  
We have a booking request for Sunday 2<sup>nd</sup> July to use the lower hall for a commercial photography session (OK'd by the church). A booking form is required, but we have payment for this as the hirer cancelled at short notice previously.  
The key safe code will be changed after Sunday. **ACTION JB**

## **8. Fire, Health and safety risk assessments**

See item 5f.

No other problems or issues reported.

## **9. Damp proof Grant application to Parish Council**

(JB) had submitted our application, but we have not heard back from the PC.

(MN) will be asked to follow this up.

**ACTION MN**

## **10. Grant Application for projector and stands**

It was suggested that as this equipment is likely to cost under £500, we will not apply for a grant. (SM)

suggested that we ask the possible users (i.e. the WI and the PC) if they would be willing to contribute £100

each to the purchase of this equipment. (SM) will ask the WI and (MN) the PC.

**ACTION SM and MN**

## **11. Hallmark Visit**

(SM) had not heard back from the ACRE representative as regards a date.

## **12. Any Other Business**

- New logo - (SL) had sent us some designs, none of which were felt particularly striking. We will revisit when SL is present. When we have decided on the logo, we will also need to revamp our advertisement in the Rural Roundup (see item 6).
- Survey - (AT) circulated a draft survey designed to capture feedback from hirers of the hall. She will send it to the other Trustees for their comments, and we will discuss it our next meeting. The intention is to send the survey out to regular hirers twice a year, and to 'one off' hirers after their booking.
- Deed of Trust and Canterbury Diocese - (SM) had received a reply from Christopher Robinson. The PCC cannot own property, and the hall is not registered with the DBF (Diocese Board of Finance). Her next step will be to obtain the will of the late Elizabeth Curling. She will report back in due course.
- Celia Cotton has kindly donated the village bunting she made to the hall for the use of the villagers. (JB) is storing it at present.
- It was agreed that we will loan 24 mugs and a kettle for K/D Rocks on 22/7.
- It was agreed that will loan our tables to the Garden Society for their show at the school on 13/8.
- Drain rods – (SM) has donated a set of these to the hall in return for the loan of tables (see item 6).
- Cushion for mezzanine storage box - see 5b. (JB) will research prices. **ACTION JB**
- Christmas event. The church had approached us to hire the hall in November for a Christmas event the week prior to ours. (SM) had suggested to them that we hold a joint event on Sunday 3<sup>rd</sup> December 2pm to 5pm, and share the proceeds. (SM) will liaise with them. **ACTION SM**

Our ideas included:-

- Stall holders to be charged £5 plus a raffle prize donation
- Entrance by donation rather than a set price
- Cake stall (among others) to be located in the lower hall in the hope that it will encourage people to go downstairs
- Raffle to be drawn at 4pm
- We would like to have the Singers as we have had in previous years, and would ask them to perform at 4.30pm on the mezzanine.
- Hire an 'entrance tent' and decorate it with fairy lights
- Advertise more widely using banners and posters
- Craft stalls to be approached asap
- Mulled wine and refreshments to be served (TEN required)
- JB to send SM the information from 2016
- Separate turkey raffle

## **13. Date and Venue of Next Meeting – Monday 24<sup>th</sup> July 2017 at 7.30pm in the lower hall.**

**Meeting closed at 9.45pm**

NB. Carried over to next meeting:-

List of TENS applied for during the year.

Written policy for our plans for general maintenance and repair.