

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

**Ordinary Meeting of Trustees on Wednesday 29<sup>th</sup> August 2018 in the Lower Hall**

**1. Record of members present**

Mrs Sharon Morris (Chair)	Village Representative (SM) – see item 6.
Mrs Jane Banks (Secretary)	Village Representative (JB)
Mrs Linda Dalton	WI representative (LD)
Mr Nick Hansom	Village Representative (NH)
Mr Ian Stephen	Parochial Church Council Representative (IS)
Mrs Anna-Marie Taylor	Village Representative (AT) - left at 8.25pm

**2. Apologies**

Mr Simon Longland (Treasurer)	Table Tennis Representative (SL)
Mrs Kate Stephen	Preschool Representative (KS)
Mr Mike Glavin	Non-Trustee Maintenance Officer (MG)

**3. Minutes of previous meeting on 18<sup>th</sup> July 2018**

Proposed as a true record by IS, seconded by LD.

**4. Matters Arising**

JB has purchased a new kettle.

JB, IS and NH have revised our Terms and Conditions and our booking form to include a section on non-compliance, which were circulated for comments are now in operation and on the website.

**5. Maintenance Officer's report (by email)**

All the matters in the minutes of the last meeting have been attended to i.e. new gate latch fitted, extra bolt to inner forecourt gate and re-fixing of door handle to front door.

Groombridge have carried out all repairs/replacements of the forecourt lighting and have tested all the smoke alarms (all good).

MG has carried out a reduced cleaning service during August to accommodate the summer school in the lower and upper hall and one weekend user.

Not much else to report other than the wash hand basin to the toddler's toilet is showing signs of excessive wear. However looking forward to the Pre School's possible departure you may want think about incorporating the area in to the chair store.

**6. Election of Officers**

(SM) tendered her resignation, and updated the meeting on the Heritage Weekend (see AOB).

IS nominated NH, who agreed to stand as Chair. AT seconded, and the vote was carried unanimously.

SM will send NH the Charity Commission password etc for updating our charity details. **ACTION NH**

SM was given a vote of thanks for all her services to the village hall, and she left the meeting at 8pm.

NH took over as chair of the meeting following SM's departure.

**7. Fire exit, side access path and Land Registry**

NH had contacted our insurance company. They will note our acquisition of the fire exit on their files; there is no extra premium to pay, and once the fire exit belongs to us, we should inform them.

NH reported that the village hall is not registered with the Land Registry.

It was unanimously agreed that once ownership of the side access path had been agreed (with consultation with a solicitor and Jason Oliver), all our land should be registered together.

It was agreed that NH will contact Hardmans Solicitors in Park Rd Deal (who were the firm consulted in 1952) to obtain an estimate of the associated costs. NH will then contact Jason Oliver re the side access path land and the ownership of the fence. **ACTION NH**

NH had not heard back from the DDC buildings inspector re the ramps, but he will follow this up.

**8. Reports from User Groups**

KS by email reported that the next pre-school committee meeting is Monday 10<sup>th</sup>, at which she will make sure she raises the mini toilet suite issue then. **ACTION KS**

KS did discuss the suggestion about using the downstairs hall when the preschool are upstairs, to help keep preschool's rent down. She said this is generally fine but the staff would obviously need to know whenever there is a booking and would also appreciate as much notice as possible for this. If there was to become a regular booking it might be tricky as the downstairs hall is often used by the preschool for small group learning sessions. But maybe this needs to be discussed when there is an actual interest in booking the lower hall. No further reports from user groups.

#### **9. Treasurer's report**

SL sent the following by email, which JB read out:-

*Apologies for not attending this evening, but I discovered after the meeting that I had booked to be in Sandwich tonight.*

*I have enclosed the PDF file of the Village Hall accounts during July and August.*

*All expenses are up to date as far as I am aware.*

*This month:*

*The account has a total of £26,511.39.*

*We send our thanks to Kingsdown Rocks for their donation of £50.00.*

*(JB – we also received a donation from a villager for loan of crockery).*

*Patricia Kiff has been using the hall over the summer which generated £648.00 of income.*

*We have now purchased our own digital projector which is WXGA format which provides good quality picture, and can display a screen size up to 300 inches. This will be good enough to project movies if this is required in the future. The projector was purchased in time for the history exhibition in September, and will be used to display photos of the village from the past.*

*We will need to discuss the rental price for the projector at some point, there will also be a laminated guide for it's correct use.*

*The treasurer wishes to thank Sharon for her time in the role of chair.*

*The spreadsheet and this evening's agenda will be on the google drive. If anyone is struggling with the google drive, then we can take a look at how to access this at the next meeting using the new projector.*

It was noted that the invoices from both MG and DL were now itemised.

#### **10. Communication, comments and bookings**

IS, JB and NH have revised our Terms and Conditions and our booking form to include a section on non-compliance, which are now in operation and on the website.

JB reported that invoicing for bookings using both halls at different times and days was getting confusing. SL was investigating an online booking system. **ACTION SL**

JB had delivered a letter Kingsdown Park expressing our concern about the trees overhanging the hall. She had been assured that the company responsible for tree assessment would take any action required. We will need to monitor the situation. **ACTION MG**

Our dance teacher does not require the hall on Saturday mornings any longer.

#### **11. Fire, Health and Safety Risk Assessments**

IS – will check the position of the 6 smoke alarms mentioned in Groombridge's invoice (see item 5).

IS will send a fire alarm log book entry form to Groombridge for him to return, completed and signed.

Fire extinguisher check is due in the Autumn.

PAT tests are due on 18/12/2018.

Fire drills – IS suggested these should be done once a year.

IS will liaise with the new WI committee (to be appointed in October) about a fire drill on 12<sup>th</sup> November.

IS will liaise with KS re preschool's fire drill.

The Risk Assessments will be updated once all these have been completed.

#### **12. Any Other Business**

Heritage weekend

SM reported that she and JB had researched, written, printed and mounted our data.

SM and JB will attend a meeting on 1<sup>st</sup> September in Deal to collect the advertising paraphernalia which is to be given to all participants of this event, which is run by the National trust.

JB has the village bunting.

SM has invoices for 25 sheets of black display paper, and some printer ink, which she will give to SL. Agreed.

JB has arranged the printing of 'A History of Kingsdown's Village Hall' - invoice SL.

The school are loaning display boards (JB to collect Weds 5<sup>th</sup>)  
NH agreed to deliver his mannequin to JB.

LD and Jenny Wall have offered their help with refreshments on Sat 8<sup>th</sup>; Steve and Jenny McCormick have offered to help all day both days; LD said Ann Grant had offered to help on Sun 9<sup>th</sup>.

JB will purchase the refreshments.

All those able, please meet at the hall at 3.30pm Friday 7<sup>th</sup> to set up.

**ACTION ALL**

SL has purchased a projector (see item 9) and made copies of a CD of local pictures to display.

JB has advertised in the 3 pubs, shops, Kingsdown Park, EKM, our Facebook page, website, and posters.

ACRE Trustee training event

Little Chart VH 9<sup>th</sup> Oct 9.30am to 12pm. No-one was available to attend.

JB reported that the defibrillator had been accessed after K/D Rocks. However, it had not been used and had been replaced by the first aider on duty at the event.

**13. Date of Next Meeting – Wednesday 10<sup>th</sup> October at 7.30pm in the lower hall**

**There being no other business, the meeting closed at 8.48pm.**