

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

Meeting of Trustees Tuesday 2nd August 2016 Lower Hall at 7.30pm

1. Record of members present

Mrs Sharon Morris	Chair and WI representative (SM)
Mr Simon Longland	Treasurer and Table Tennis Representative (SL)
Mrs. Jane Banks	Secretary and Village Representative (JB)
Mr. Nick Hansom	Village Representative (NH)
Mrs Val Trewartha	Village Representative (VT)
Cllr Carol Fowler	Parish Council Representative (CF)

(SM) welcomed (CF) to the committee, and asked (JB) to take the minutes.

2. Apologies

Mrs Anna Taylor	Pre-School Representative (AT)
Mr. Alan Smith	Parochial Church Council Representative (AS)
Mr Mike Glavin	Non-Trustee Maintenance Officer (MG)

3. Minutes of previous meeting on 12th July 2016

The minutes were agreed as a true and correct account: proposed by SM, seconded by NH, agreed by all present

4. Matters arising – None

5. Maintenance Officer's report

- Roof parapet wall repairs - Billy Reed contractors will commence the work on Monday 22nd August. MG will attend.
- Filing Cabinets:- Locks drilled out, contents disposed of and cabinets delivered to JB and NH
- Electric Light in Community Cupboard - now working
- **Estimate to convert area over gents toilet and disabled toilet:-**
Supply and fix additional 100mm X 50mm timber joists and 25mm thick ply board decking.
Provide and fix suitable pull down aluminium access ladder.
Provide and fix timber safety guard rail and balustrade along open edge of new storage area.
Paint all above with white primer/undercoat and gloss paint
Materials.....£290
Labour.....£160
Total.....£450
The committee decided to negotiate terms of payment with Preschool before proceeding with the project.
- Electrical Completion Certificate for defibrillator:-
Groombridge have apologised for overlooking previous requests. Certificate sent by email to JB.

6. Treasurer's Report

- Hall insurance – SL offered to send NH the documents we have, and NH will contact the company to confirm exactly what our insurance covers. **ACTION SL and NH**
- SL has written to the water, gas and electricity companies asking for all future correspondence to be sent to 'The Treasurer' at the hall's address, and not to any individual's home address. JB commented that we will have to ensure our post box has a waterproof cover ASAP. **ACTION MG**
- SL has written to Rural RoundUp re paying our account for advertising the hall (see addendum)
- Gas repair invoice – JB to resend report to SL to discuss payment. It had been understood that the capping of the gas supply to the old hob was FOC as the engineer left us with no gas supply for 20 hours after his visit to inspect our appliances in February. **ACTION SL and JB**

- SL reported that the bank was given the mandates on 13/7, and they had been activated on 1/8. We have statements for 6 months from February to July from which JB had prepared a 6 month over view (Jan to June). SL has requested another cheque book with single signatories, and SL and JB should be able to access the account on line soon.
- Our balance is £12,445
- (JB) read out a message from (AT):-
 - ✓ Re the costs to build storage above the gents toilets. (AT) will need to check with the Pre-School finance committee before committing to any costs (see item 5)
 - ✓ Re setting up the standing order for the village hall rent – the Preschool Treasurer will set it up with a 1% increase (as per last year) which can be adjusted if necessary at a later date.
- (JB) said this sort of agreement had been reached with the retired Treasurer, and it was a 1% increase last year. Details may be in the paperwork handed over to (SL).
- Addendum - JB and SL countersigned cheques for MG (£669.26 for 2 months cleaning and maintenance), Rural Roundup for £39.98 and secretary's expenses (£27.82 up to end June 2016), and completed the application for on line banking at the end of the meeting.

7. Communication, Comments and Bookings

- JB gave a copy of the Defibrillator installation certificate and some PAT testing certificates, to NH. They will need these to compile the risk assessments due before the start of the September term. **ACTION JB and NH**
- SM is the present custodian of the remainder of the hall's paperwork (the 'black box').
- (JB) reported Heather's Dance group was using the hall for 2 weeks during the summer holidays. We usually have very few bookings in August. She will follow up a provisional booking from Gemma Green for Saturday 30th July, as she was unsure if the lower hall had been used by her on this date. **ACTION JB**
- (JB) had cleaned the lower hall fridge, filled the cupboard with crockery ready for use and placed an inventory of the contents of the lower hall on the cupboard door.
- The green teapot is still missing from the main kitchen cupboard and the lower hall clock is broken.
- The garden society has asked to borrow all our tables for the village show in the school this Sunday, August 7. We do not usually charge for the loan of equipment to village clubs, groups or societies, as it is considered 'in the community spirit'.

8. Secondary Glazing Quotes and Grant Application

(NH) had been unable to meet with the retired Treasurer to discuss the grant application for the windows. NH had contacted DDC, who advised that as the hall is a non-residential property, we would have to apply for planning permission to replace any windows (cost of £385).

However, secondary glazing and painting in the same colours as present would not need any such permission. NH proposed that we apply to the 'Big Lottery Awards' for a grant to install secondary glazing in all 4 lattice windows and also the window on the mezzanine floor, and make it possible to open all these windows except the mezzanine one. The windows at the side of the hall would not be replaced at present. SM seconded the proposal, and all agreed.

The grant application for ~£4000 will be in SM's name as chair, so NH will liaise with SM, and will write the application and submit it before the end of August. Justification for the application will require recent utility bills, to show how the benefits of secondary glazing should reduce such bills. **ACTION NH and SM**

9. Reports and comments from user groups – we will discuss the internet access at our next meeting.

10. Fire and Health and Safety Risk Assessments

NH and JB will liaise to produce updated reports (to include recommendations for numbers playing table tennis at any one time) before the start of the new school term. **ACTION NH and JB**

11. Website

(SL) reported that our domain name must be renewed by September 2016, but our hosting server and contents are not due for renewal until February 2017.

He has set up email accounts on our website, www.kingsdownvillagehall.org.uk to be redirected to the Chair, Treasurer, Secretary, Bookings and info@.

He proposed that all the historic data be placed in a read only account on 'googledrive' as opposed to 'dropbox', which could be used as a 'work in progress' account. SL will administer this, and SM and CF will test it as neither wanted to use 'dropbox'. **ACTION SM, SL and CF**

12. Storage space and tables

We will wait until we are more sure of our financial position before we decide on the storage space project above the toilets (see item 5).

SM and JB will research more tables.

ACTION SM and JB

13. Any Other Business

- The trees on our adjacent land have now been cut down.
- (SL) had written to Jo Treadgold, the new manager of Kingsdown Park, asking for the overhanging trees to be trimmed, but had not received a reply, He will ask in person. **ACTION SL**
- Decoration of lower hall – we will ask (MG) for a quote with a view of doing this work during the October half term. **ACTION MG**
- (NH) said that the change of bank must be recorded in our Deed of Trust. We will rectify this asap.
- Christmas Fair – (SM) reported that **Saturday 19th November** has been reserved for this event. The singing for pleasure group had agreed to perform. Mulled wine, Christmas cards, cakes and other items would be on sale. CF suggested an advert in Rural Roundup.
- (VT) has worked hard in our garden and was waiting for the wood to be delivered to complete her work.
- Sue Parker-White has been looking after our flower baskets.
- (JB) had sent an email to the organisers of Kingsdown Rocks expressing our thanks for their generous donation of £100 towards hall funds.

14. Date / Venue of next committee meeting – Tuesday 6th September 2016 at 7.30pm in the Lower Hall.

Meeting closed at 9.20pm