

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

**Meeting of Trustees on Wednesday 30<sup>th</sup> August 2017 in the Lower Hall**

**1. Record of members present**

Mrs. Sharon Morris	WI representative (SM)
Mrs. Jane Banks	Village Representative (JB)
Mr. Simon Longland	Table Tennis Representative (SL)
Mr. Alan Smith	Parochial Church Council Representative (AS)
Mr. Mike Glavin	Non-Trustee Maintenance Officer (MG)

**2. Apologies**

Mrs Anna Taylor Pre-School Representative (AT)

**3. Minutes of the previous meeting on 24<sup>th</sup> July 2017**

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

**4. Matters Arising**

The key safe code has not been changed yet. MG will change it next week.

**ACTION MG**

**5. Maintenance Officer's report**

- a) (MG) has cleared 50m of the overgrown area outside the side fire escape exit.
  - b) He has repaired and painted the front gate.
  - c) He has replaced the clock in the main hall and the bin in the kitchen (receipts given to (SL))
  - d) A plumber is required for attention to the taps in the ladies.
  - e) The urn needs attention.
  - f) He will attach the window furniture to the main windows.
  - g) All work will be completed before the start of preschool term on Tuesday 5<sup>th</sup> September.
  - h) (MG) confirmed that he will be around if the damp work is arranged for the half term holidays.
- (MG) left the meeting at 7.20pm

**6. Treasurer's report**

Our bank balance is £21,906.16

(SL) will update the spreadsheet.

We agreed to pay (MG's) invoices for August - £68.25 for cleaning and £250.47 for maintenance and purchases. In future (as we do for all purchases), (SL) will request prior notice of any purchases for Trustee agreement.

(JB) will re-imburse M. Downing £5 cash for the church craft group booking on 21<sup>st</sup> July; (SL) will repay (JB).

We discussed the purchase of a projector. (SL) had researched the market and recommended a suitable one, plus a case and a stand – total cost ~£400. (SM) confirmed that the WI had pledged £50 towards this.

It was suggested that we could use this equipment to show films as well as for meetings.

(JB) asked if (SL) could purchase all this using the 'easyfundraising' option, which gives donations to good causes (e.g. FKPP). She will forward the link to (SL). All agreed that (SL) will purchase the equipment.

**ACTION SL**

**7. Communications, comments and bookings**

- a) The villager who regularly uses the lower hall for photography sessions, the last of which was on 19<sup>th</sup> Aug, paid her invoice late yet again. (JB) had written to tell her that we must have payment and booking forms at least 5 working days prior to her next booking. (No response received).
- b) Preschool has paid their invoice for term 1, 4<sup>th</sup> September to 20<sup>th</sup> October.
- c) (JB) had written to the Parish Council explaining our booking and payment procedure, and requesting both as in 7a above. (No response received).
- d) Cllr Fowler and the PC clerk now both hold a hall key. (JB) has explained the conditions of issue.
- e) (SL) showed us the first draft of an on line booking system, which we will trial.
- f) (JB) had contacted the editor of Rural Roundup to change the email for the hall bookings to [bookings@kingsdownvillagehall.org.uk](mailto:bookings@kingsdownvillagehall.org.uk).

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

(JB) will check the contents in our three first aid kits and purchase replacements where necessary. The fire extinguisher check is due 19/9, and the PAT testing on 15/9. (SL) will check our records. **ACTION SL**

### **9. Damp proof Grant Work**

The PC has offered us £500 towards the damp proofing work.

(SL) obtained some independent advice, and chose Anglian Tectonics. He hopes that they will be able to undertake the work during the half term holiday, Monday 23<sup>rd</sup> October to Friday 27<sup>th</sup> October.

We will need to remove the radiator, preschool's large notice board and some wiring conduits prior to commencement of the work. As pungent chemicals will be used in the process, the hall will be out of use for the whole period. (SL) will confirm the dates ASAP. **ACTION SL**

### **10. Hallmark Visit**

(SM) and (JB) had met the two visitors this afternoon, 30<sup>th</sup> August. The visitors had been impressed with the way we run the hall, so we hope to be awarded the level 3 renewal.

No-one was available for the ACRE training event to be held in Maidstone on 6<sup>th</sup> November.

### **11. Christmas Fair Sunday 3<sup>rd</sup> December 2pm to 5pm**

(SM) had been liaising with St John's Church Heritage Association for our annual Christmas event.

The HA want to run the refreshments, the main raffle and the turkey raffle. Their objective is to raise as much money as possible. The Trustees' aim is to hold a community event that does not necessarily make any money. (AS) commented that the two aims are not compatible.

After discussion, we all agreed to hand the entire event over to the HA. We will therefore need a booking form and payment for the hire of the hall at the previously agreed church's rate of £7.50 per hour. (SM) will inform them of this decision. **ACTION SM**

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

The only TEN applied for during 2016 was for our Christmas event.

If the church wishes to sell mulled wine this year, they will need to apply for a TEN.

(JB) suggested that we may wish to fix some sound baffles on the main hall ceiling to help those with hearing difficulties as they struggle to hear the spoken word during public meetings. We will research this idea.

We all agreed to put some thought into fundraising ideas before our next meeting. (e.g. an auction, films, computer classes etc)

**13. Date and Venue of Next Meeting – Wednesday 11<sup>th</sup> October 2017 at 7.30pm in the lower hall.**

**Meeting closed at 9.10pm**