

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

Meeting of Trustees Tuesday 3rd May 2016 Lower Hall at 7.30pm

1. Record of members present

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| Mrs. Mary Fish | Chairman and Village Representative (MF) |
| Mrs. Doreen Clark | Treasurer and Parish Council Representative (DC) |
| Mrs. Jane Banks | Secretary and Village Representative (JB) |
| Mr Nick Hansom | Village Representative (NH) |
| Mrs Anna Taylor | Pre-School Representative (AT) |
| Mrs Sharon Morris | WI Representative (SM) |
| Mrs Val Trewartha | Village Representative (VT) |
| Mike Gavin | Non-Trustee Maintenance Officer (MG) |

MF asked JB to take the minutes.

Sharon and Val were welcomed as new Trustees.

2. Apologies

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|-------------------|--|
| Mr. Alan Smith | Parochial Church Council Representative (AS) |
| Mr Simon Longland | Table Tennis Representative (SL) |

3. Minutes of previous meeting on 1st March 2016

Minutes were agreed as a true and correct account: proposed by MF, seconded by JB and signed by MF

4. Matters arising – See item 8.

5. Maintenance Officer's Report

- Decoration of the ladies toilet, the toddlers' toilet, and the rear lobby has been completed.
- Work outstanding - Groombridge to check the external security lights on the forecourt wall, and the dehumidifier fans. **ACTION MG**
- DC has received an invoice from British Gas for £94.43 for capping the gas supply to the condemned gas hob (due to insufficient ventilation in the kitchen for its use). MG and JB will write a report for DC who will respond to British Gas, as they believed this was done FOC. **ACTION MG+JB**
- The defibrillator is now live. JB asked MG to ask Groombridge to fill in the installation date and signature required on the form. JB will make enquiries about notification of use, as we are responsible for replacing the pads when it has been used. **ACTION JB+MG**
- Preventative maintenance on the flat roof – removal of moss, preparation and covering with water proof material – estimate of £85 for materials and £85 for labour. This work by MG was authorised by the Trustees – proposed by AT, seconded by JB and agreed by all.
- Parapet wall – remove vegetation, clean and render, treat with water repellent and black butumastic paint, and a top layer of black gloss paint. MG had estimates from 4 companies. DC was very wary of any cash payments, but JJ O'Neill had quoted £1500+VAT, and Dan Sinclair much the same. JB and MG will obtain 2 further estimates from local contractors. **ACTION MG+JB**
- A complaint had been received from the dance class teacher regarding the cleanliness of the floor. MG said he hoovers daily, but the spray recommended by Timberstone flooring, with whom we have a contract, takes 24hours to dry properly (it remains sticky for several hours). Preschool were asked about their use of sand in the hall. AT said she believed a large plastic sheet was used under the sandpit. Grit can also be carried in to the hall on shoes. NH asked what hirers' obligations were for cleaning – they are expected to leave the hall tidy and in the condition it was found, but they are not expected to wash the floor. MG has rescheduled his cleaning and notified the dance teacher. It was also suggested he hires a 'buffer machine' to see if this makes a difference. MG will report back next meeting. **ACTION MG**
- AT asked about preschool access to the loft space. Preschool are obliged to keep records for 30 years and would like to store such paperwork at the hall. There is no room in their cupboard. JB suggested this would also be useful for village hall records. MG said there were no technical reasons to refuse this. However, the

loft is not boarded, and MG will need to be consulted about the weight and size of any boxes stores there. There is a 'pull down ladder' near the loft hatch.

6. Treasurer's Report - Submit Bank, Balances, Approval of payments, new signatories, review of hourly rate of pay for contractor

DC stated that we pay MG £8.50ph for maintenance and £6.50ph for cleaning, which is now below the current living wage as the government increased it to £7.20ph on 1st April. MG's current, and all future invoices, will therefore be increased to reflect this rate of pay.

DC circulated the Nat West account information summary to date:-

| | | |
|--|------------------------|----------|
| Current Account 34569537 | Balance | £9960.66 |
| Bills outstanding, and agreed to pay:- | | |
| Mike Glavin | Cleaning and Materials | £165.00 |
| | Maintenance | £40 |

Report proposed by AT, seconded by NH and agreed unanimously. Also agreed was the payment to British Gas (if necessary) following the report by JB+MG.

New Signatories – DC is the only current signatory, and has been for some time as cheques are rarely required. The VH's account is operated using DC's personal passwords for internet banking. This was not considered to be the correct procedure. AT offered to help change these so that the hall's account is 'stand alone'. It was agreed that MF would be registered as a signatory, and SL would also be approached. JB stated that she needed to know when hirers paid using on line banking more regularly than at meetings, as the current arrangement is becoming impossible for her to track payments for bookings. **ACTION DC+MF+AT**

7. ACRK Membership and Trustee training Day on 16th May

Few, if any, Trustees were available for this event. JB proposed that we renew our membership, seconded by NH. Agreed by a vote of 4:3. JB will forward the form to DC to fill in and pay. **ACTION JB+DC**

8. AGM actions from 30th March - Trustee signing sheets, Land Registry

It was confirmed that, following the AGM, MF was willing to remain as Chair, DC as Treasurer and JB as Secretary. All Trustees were asked to sign the Charity Commission's form. SL had sent his to JB, who will forward it to DC. DC will register all new details with the Charity Commission. **ACTION DC**

Land Registry – NH commented that a member of the public said at the AGM that she had done a search of the Land Registry and it seems the Village Hall is not registered. NH inquired of the Land registry about the procedure for registering. The hall and land was vested in what is now the Charity Commission in about 1952. Registration would involve a fee of approx £200 for property valued under £500,000. MF said the rateable value is £78. The bundle of Title deeds is missing the original 1852 conveyance. NH understands that it is not obligatory to register with the Land Registry. NH is awaiting a response from Jenny Bradbury and her colleague from ACRK and will chase them up and report back. **ACTION NH**

9. Fire, Health & Safety Risk Assessments

JB has updated the risk assessments on the website, and has circulated them to all Trustees. We have a legal obligation to have these. JB asked if anyone else would take these on. NH will consider doing so.

10. Reports and Comments from User Groups

SL and NH had researched the PA equipment. Neither the WI nor the PC wanted to contribute to the cost of improvements, so we will keep what we have and the idea will not be progressed.

11. Secondary Glazing Quotes

NH was still waiting for updated quotes, but we had decided on the style – see minutes 1st March. We aim to apply for a grant for the windows at the end of August. **ACTION NH**

12. Communication, comments and bookings – reply from Jason Oliver

MF circulated Jason's letter (original retained by secretary JB). The tree removal is 'in hand' but have not been felled and are causing more damage to our wall. DC will chase. **ACTION DC**

13. Any Other Business

- Internet – AT would like to consult with SL to progress this.
- PA – see item 10.
- Queen’s birthday celebrations – Ringwould are holding an event. We decided against doing the same as there are too many events in Kingsdown in June.
- May Day Fair – JB manned a VH stall with help from the first responders and SL. If there is sufficient interest, we may offer another training day. JB collected £16 in donations at the fair.
- The large teapot has disappeared from our cupboards. However, JB had acquired one (free) via facebook advertising and it is now available for general use. Thanks were expressed to JB.
- Forecourt gardening – JB had undertaken this in April, but said it needed doing again. Thanks were expressed to JB.
- Deal Fire Station grant for PA, tables and defibrillator cabinet - the £400 from Deal Fire Station has been largely spent on installing the defibrillator. If there are funds remaining, we will look at purchasing new tables, as we have decided against upgrading the PA. DC to check. **ACTION DC**
- Plaque – JB thought it may be a nice idea to put up a plaque thanking all the contributors to the defibrillator. i.e., the £400 grant from Steve Manion (KCC), £400 from Deal Fire Station and £300 from the Perry family. Whilst this was agreed, the cost may be prohibitive (~£100). The equipment is now available to the community and the training day held in the hall on Monday 4th April was attended by 15 people.

14. Date / Venue of next committee meeting – Tuesday 5th July 2016 at 7.30pm in the Lower Hall.

Meeting closed at 9.25pm