

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

Ordinary Meeting of Trustees on Monday 4th June 2018 in the Lower Hall

1. Record of members present

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|-------------------------------|---|
| Mrs Sharon Morris (Chair) | Village Representative (SM) |
| Mr Simon Longland (Treasurer) | Table Tennis Representative (SL) |
| Mrs Jane Banks (Secretary) | Village Representative (JB) |
| Mrs Linda Dalton | WI representative (LD) |
| Mrs Kate Stephen | Preschool Representative (KS) – left at 8.15pm |
| Mr Nick Hansom | Village Representative (NH) |
| Mr Mike Glavin | Non-Trustee Maintenance Officer (MG) – left at 8.15pm |

2. Apologies

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|-----------------------|--|
| Mr Ian Stephen | Parochial Church Council Representative (IS) |
| Mrs Anna-Marie Taylor | Village Representative (AT) |

3. Minutes of previous meeting on 26th April 2018

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

4. Matters Arising

The legal minimum wage has increased; therefore this applies to the rates paid to MG and to Deborah Longland. Resolution 280 – we are still waiting for clarification from the Charity Commission.

Our ACRE membership was paid on 8th March.

There were no volunteers for the position of vice-chair.

5. Maintenance Officer's report

MG reported he had filled in a hole at the front of the hall near the stairs to the mezzanine, as requested by the table tennis group.

He will investigate why the light in the community cupboard is not working.

Gary Groombridge has completed the new fire exit lights.

MG informed us that future work done by Gary will be invoiced by the firm PAH.

SM proposed and SL seconded that the replacement of 2 faulty security lights and the fire alarm testing be arranged through PAH.

Mr Oliver will install the fire escape handrails as promised soon.

MG will stick down the green turf which has lifted after the heavy rain, with adhesive.

MG said the nosings on the main steps need attention – probably in the summer.

MG left the meeting at 7.50pm.

6. Fire Exit, Building works and Grant application

NH suggested that he contact DDC to withdraw our grant application for the security lights (see above) by the fire exit, as we had already installed the lighting.

Ramps – NH proposed that we ask DDC about the regulations regarding these.

NH will ask if a fee is due for a site visit by a building regulations officer from DDC. It was agreed that he will arrange a visit if the fee is under £200, and bring the matter back to the Trustees if it is more. **ACTION NH**

NH also stated that if in future we apply for a larger grant for access, the cost of the planning application to DDC could be 50% of the price if we ask the Parish Council to apply on our behalf.

7. Reports from User Groups

Preschool - KS reported that preschool had arranged a consultation meeting with an architect in the upper village hall, to which the Trustees were invited, on Sunday 8th July 2pm to 4pm. (JB asked KS to chase payment of the invoice for this). The aim is to install a permanent classroom in the primary school grounds within 2 years. It is hoped to get funding from the National Lottery, and she thought they would have more chance of success if this was a joint application with the Village Hall, as their bid would include 'making good' at the hall following preschool's departure. Numbers of children and the hours for both staff and children have increased.

Hourly rates for preschool will be discussed at our next meeting.

ACTION KS

KS was asked to request the staff to store the small chairs and the low table in the preschool store at the end of each day, and not to leave them in the lower hall, as the hall is used by others.

ACTION KS

KS left the meeting at 8pm.

WI – no problems reported by LD

Table Tennis – SL commented that some cups needed washing up properly, as the group had found them dirty.

8. Treasurer's report

SL reported that on 31st May, our balance was £25,896.69.

SL asked JB to inform him which booking groups related to which bank stubs.

ACTION JB

We had received a generous donation of £150 from the organisers of this year's garage safari.

SL had paid the Rural RoundUp and the Broadband, and will invoice preschool termly for their use of the telephone.

ACTION SL

He suggested that we update our reserves policy to record £10,000 as our back up for emergencies. SM offered to circulate this updated policy.

SL suggested that we research suitable stainless steel worktops etc., with a view to refurbishing our kitchen and toilets facilities in 2 years' time if and when preschool have new premises at the school. We may need to damp proof the walls (the work done at the side of the hall last year has proved successful), and possibly remove the mini toilet as it does not seem to be used much. This will be discussed further.

9. Communication, comments and bookings

We were joined in the lower hall at 8.05pm, by Mr Ian Miller, a past village hall chairman. JB had contacted him, and several other villagers, in the hope of tracing the hall's missing data (all meetings and accounts) from the AGM in 1999 to the AGM in 2007. Mr Miller had succeeded Mr Colin Cotton. He confirmed that he had no data, either paper or digital, but recalled a large minutes book, kept by his secretary Josie White, and suggested we contact her. JB has already sent her a letter, but will ask her again. Letters had also been sent to Mr Eric Fagg, Mrs Pam Hough, Mrs Perriam, Mrs Running, Mr James Tysoe and Mr Matthew Gosse. Mrs Doreen Clark has returned all her documents, but they do not include the missing minutes.

ACTION JB

Mr Miller left with our thanks at 8.15pm.

SM reported that she is the contact for the Charity Commission, but all Trustees need to be aware of their responsibilities – see the circulated email which she sent before the meeting.

JB reported that we have a new self-defence group for adults and children on Sunday mornings. The church have given their permission for the 8 or so sessions between now and December.

Nothing further had been heard from the organisers of a 'Faulty Towers' production.

10. Data Privacy Law Changes

JB had contacted all past users of the hall to ask if we could keep their details on our data base, as per the new law which came into effect on 25th May 2018.

She had subsequently included a relevant clause in our Terms and Conditions of hire.

11. Fire, Health and Safety Risk Assessments

IS had sent in the following report:-

1. Fire Risk assessments

1.1 Groombridge fitted the emergency lighting along the rear exit fire escape on Wednesday / Thursday 30/31 May and reconnected the electricity supply to the forecourt.

1.2 We should, as agreed at April's meeting, do three things

1.2.1 Get the fire alarm and smoke alarms tested

1.2.2 Arrange a convenient time for a fire practice; preferably with a day time user (pre-school)

1.2.3 In the light of 1.2.2 amend the fire risk assessment relating to the rear exit.

3 Visual inspection: I checked the lighting today and entered the findings in the log book in the kitchen cupboard.

2. Health & Safety

2.1 First Aid boxes: there is little evidence of use of the contents of the three boxes and no record of injuries in the accident log book. However, since my last check in early April some blue plasters (supposedly used for accidents when preparing food), a few sterowash tubes and the odd saline wipe have been used. I will order more of each if the meeting agrees.

Recording use of first aid boxes: I am relaxed about the lack of records (for very minor injuries), but it might be useful to remind user groups and hirers of the requirement to record 'accidents' appropriately, as requested on the note which is visible in the base of all the boxes. It might be beneficial to have a couple of accident report forms in each box or highlight a sentence on the booking form.

2.2 Store room safety remains an issue. There is too much equipment in the room; two stacks of chairs are too high (12/13 chairs). Unless Mike is on hand to set out chairs for the users who require this service, and to put them away again, anyone attempting to stack or de-stack chairs for use could be vulnerable, especially since they would need to stand on a chair to access the top of the taller stacks, and we could be accused of failing our 'duty of care' in the case of injury.

2.2.1 Chairs: I noted 24 in the Lower Hall neatly stacked in two sets of 12 and five single chairs on the mezzanine floor. Having re-examined the space (lobby area) I do not think it advisable to stack chairs in front of the toilets, unless we remove the shelves in the small recess on the left-hand wall, and even if we do the circulation space is somewhat restricted.

If any one has another workable solution to this problem please let me know.

12. Any Other Business

Heritage Weekend

SM reported that Ian Williams of the Deal Society, is helping us with the advertising of this event.

We also have help from a local genealogist, who is researching information on some of the original Trustees.

The primary school have agreed to the loan of their display boards.

Jenny Wall will display information on the Curlings of Kingsdown.

Harbour Print (Jeremy Divito) has generously printed all the old transcribed minutes in a bound folder for £10.

NH offered the loan of a dummy for a Victorian costume which JB has acquired.

SL will arrange for a laptop to show a CD of local pictures on a loop.

ACTION SL

LD offered help with refreshments.

Future of the garage safari – SL suggested that the Trustees man the hall. It is hoped the event will be organised by other villagers, as this year was the last one to be run by Martins.

GG and lower hall bookings for Photography sessions

SM, JB and SL all felt that GG had abused our help as volunteers repeatedly. They were unwilling to repeat their involvement if GG wished to use the hall in future. The others present expressed similar feelings. The absent trustees will be asked if they were willing to deal with this user should the situation arise in future.

ACRE Training Seminar

No-one was available to attend this event on the use of Facebook at Blean Village Hall on 10th October.

JB will send details of the admin of our Facebook page to SL, as it was felt this was a useful platform to advertise our facilities.

ACTION JB

13. Date of Next Meeting – Wednesday 18th July at 7.30pm in the lower hall

There being no other business, the meeting closed at 9.15pm.