



St John's (Kingsdown) Village Hall, Upper Street, Kingsdown, Deal, CT14 8BJ
Ordinary Meeting of Trustees Tuesday 5th July 2016
Lower Hall at 7.30pm

Charity No. 302777

1. Record of members present

Mrs. Jane Banks - Secretary and Village Representative (JB)
Mr. Nick Hansom - Village Representative (NH)
Mrs. Sharon Morris - WI Representative (SM)
Mrs. Val Trewartha - Village Representative (VT)
Mrs. Anna Taylor - Pre-School Representative (AT)
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 Carol Fowler - Parish Council Representative (CF)
Mrs Mary Fish - Chairman and Village Representative (MF)
Mrs. Doreen Clark - Treasurer and Parish Council Representative (DC)

SL. Volunteered to take the minutes.

3. Resignations

The meeting was opened by Jane Banks who gave an update regarding the recent resignations. She was now in receipt of the resignation letters from both Doreen Clark and Mary Fish. The resignations were received without any formal hand over, and it was clear that there was going to be a period of time where this would disrupt some activities such as banking.

4. Minutes of the previous meeting on 3th May 2016.

- ITEM 7: (JB) noted that payment has been made by (DC) to ACRK for membership subscriptions.

The minutes were agreed as a true and correct account; proposed by (SM) seconded by (AT) and signed by (JB).

5. Matters Arising - (Covered in sections 7, 8 and 9)

6. Maintenance Officer Report (MG)

Mike reported the following:

- Groombridge came to check the exterior lights and also the de-humidifiers, all are now working.
- The certification for the defibrillator is still outstanding.
- The work to the flat roof to the rear of the village hall has now been completed; the sealed surface has a guarantee of 10 years.
- Two quotes have been received for work required for the parapet walls. The most competitive quote was from Reeds roofing. (JB) stated that the company seemed reasonable having had work done herself. (JB)



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proposed to accept the Reeds quote and (SL) seconded. Agreed. (MG) will contact Reeds for a date, and will inform the unsuccessful companies

- (MG) noted that the trees from Kingsdown park were overhanging the building, and needed to be cut back. Photos had been taken to show the problem. (SL) stated that the manager of the park was Michael Paul, and (SL) could write to Michael Paul and required the photos to enclose with an email as evidence for the work, (MG) said that he would forward the photo.
- Chairs. On reflection it was decided that the lightweight chairs offered to the village hall by the school were not a good replacement. It was decided to keep the current chairs, and we had sufficient numbers to cover most events.
- (JB) asked if we could store the large black box containing historic paperwork anywhere – (JB) to send measurements. (AT) suggested that the roof above the disabled toilet could be reinforced and used for extra storage. (MG) will estimate the cost of reinforcing the roof area to store items that are used infrequently.
- (JB) stated that the two storage cabinets in the lower meeting room were no longer required and the contents can be discarded. (SM) said that we may be able to order keys for these if the lock has a number on it. (MG) will take a look and discard the metal cabinet. (JB) required the wooden cabinet if the lock could be opened.
- (VT) stated that the bulb in the table tennis cupboard will not come on. (MG) will look at the door switch and decide if it can be repaired or an alternative can be found.
- (VT) asked (MG) if we can get some compost for the front garden area, and suggested that she could improve the appearance with a wooden retaining wall.

MG's cleaning and maintenance claim has been submitted up to the end of June and is reported in the Account Summary. The total cost being £471.00.

7. Charity Commission Updates

(SM) stated that there have been recent changes to the liabilities of trustees from the Charity Commission. In the wake of the issues surrounding the mismanagement of the charity "Kid's Company", the financial controls over charitable organisations have been tightened. It was generally agreed that if the finances are correctly recorded and statements made available for all trustees to see then this should safeguard from any irregularities. (SL) stated that the statements could be made available to all village hall trustees on a dropbox account. This is a secure filing system hosted on the internet to which each trustee would be given an account.

8. Appointment of Officers

(SL) discussed the treasurer role within the Kingsdown Conservation Group, and that the Village Hall finances could be run in a similar fashion. We cannot have countersigned cheques if we required online banking. (SM) proposed that (SL) should become treasurer until the end of the financial year, and (JB) seconded this. (SL) accepted the role as long as two other co-optees were signatories, (JB and SM accepted to do this). These were proposed by (AT) and seconded by (NH). Simon agreed to set up a dropbox account and then provide the trustees with access details.

A new chairperson was also required. (SM) offered to take this role, (JB) proposed the appointment, (AS) seconded.



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It was discussed that the minutes outlining the appointments should be agreed in a meeting the following week. (NH) raised a concern that this may be in conflict with the Trustee Agreement, and would look into this. In the meantime the next meeting was arranged for Tues 12th July at 6.30pm to agree the minutes and sign bank mandates.

(JB) agreed to compose a letter for the outgoing trustees, and (SL) would post in his name thanking the trustees for their hard work and co-operation in the changes going forward.

9. Financial Report:

The accounts prepared by DC to end of June were presented by (JB), and (NH) stated that these should not be paid until the new treasurer was in post. Agreed.

It was noted that many of the service accounts would need a change of name and address details. It was decided where possible to use the post box at the village hall for any statements and correspondence. The charity Commission would be given the current chair's email address as a contact point, (SM).

The finance report for the first six months of 2016 was given by (JB). (JB) stated that some data may be missing from her report. The income was £10,727, and the outgoing payments were £4683.89. (AT) asked about a reserve and (JB) replied that the account had a £2,500 reserve within it. (AT) expressed concerns that it was difficult to make financial judgements without seeing the cash flow and statements, (SL) stated that this would be helped once the trustees had access to dropbox.

(NH) said he would check to see if we required a chartered accountant to audit the accounts. This may be a requirement by the Charities Commission if the gross income exceeded a certain amount.

10. Communications, Comments and bookings:

(JB) made a suggestion that regular users should have a discounted rate, after being approached by a heavy user. This was discussed and a £10 rate was thought appropriate. (SL) proposed, and (SM) seconded.

11. Secondary glazing quotes and grant applications:

(NH) presented the various scenarios and costings for the window repairs and secondary glazing, and replacements for some windows. (NH) is to speak to (DC) to find if funds are available from elsewhere for this work. Once funding has been found (JB) offered to look at the draft application. (AT) said that Lisa Dennison is someone that may be able to help with the application as she has experience. Once (NH) has advice on funding then if possible (AT) should contact Lisa Dennison for advice.

Dover Glass had the most competitive rates for secondary glazing and replacement windows, and Andy Bridges gave the best quote for restoration of the original windows. (NH) proposed that we proceed when ready with this option, (SL) seconded. Agreed.



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12. Reports and Comments from User Groups:

Pre-school reported that the internet coverage had not been tested, (AT) and (SL) will liaise on this matter. (AT) added that Pre-School will celebrate their 40th anniversary in September. They will be holding an event on 18th September.

13. Fire, Health & Safety Risk Assessments:

(NH) agreed to take on this role with some coaching from (JB). This role will be handed over before September.

14. Web Administrator:

(JB) stated that help was required on the web site. (SL) agreed to check the web site hosting and renewal with (JB) who was happy to continue with the content of the site for the moment.

15. Storage Space, Chairs and Tables:

(SM) had researched various options for tables and bought some printed examples. It was decided to cover the topic more fully on the meeting in August as time was running short.

The village bunting required an area of storage. (SM) agreed to store this for the moment until the extra area above the disabled toilet has been made available.

16. A.O.B:

(SL) stated that the Garage Safari was being handed over to the Kingsdown Conservation Group. A suggestion was then made to make this a joint enterprise with the Village Hall.

(VT) offered to manage the garden at the front of the Village Hall.

(SM) made a suggestion that we should be thinking of an Xmas event around November for card sales and other local produce that can be sold at an event hosted at the Village Hall.

Date Venue of Next Committee Meeting

Village Hall Tuesday 12th July 2016 6.30pm

August meeting - 2nd August 2016 at 7.30pm at the Village Hall.