

**Meeting of Trustees Tuesday 6<sup>th</sup> September 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)
CLr Carol Fowler	Parish Council Representative (CF)
Mrs Anna Taylor	Pre-School Representative (AT)
Mr. Alan Smith	Parochial Church Council Representative (AS)

(SM) asked (JB) to take the minutes.

**2. Apologies**

Mr Mike Glavin	Non-Trustee Maintenance Officer (MG)
Mrs Val Trewartha	Village Representative (VT)

**3. Minutes of previous meeting on 2<sup>nd</sup> August 2016**

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

**4. Matters arising – None**

**5. Maintenance Officer's report**

**Roof parapet wall repairs** - Billy Reed contractors did not attend, and no response or reason was received by the Trustees. (MG) had been asked to do the work in house. Work is underway and will be completed this week with no disruption to the hall users. MG will invoice SL. Thanks were expressed to MG for his help with all the work.

**Post Box** - A more robust and waterproof post box is required. SL will research

**ACTION SL**

**Main Hall** -Two minor repairs pointed out by NH have been completed

**Electrics** -- Groombridge will carry out PAT testing on Thursday 16th September from 2pm. AT stated that the preschool's computer will need to be included, and will ensure it is accessible. MG has given details of the key safe code to Groombridge.

**ACTION AT**

**Lower Hall Decoration**

Specification: - Two coats of brilliant white emulsion to walls and ceiling. Repaint kitchen area and toilet floor with grey 'Sure grip' floor paint. One coat of brilliant white gloss to inner door faces and skirting so and architraves. **Total estimate £295**  
SM proposed and AS seconded that we ask MG to carry out this work.

**ACTION MG**

**6. Treasurer's Report**

- SL reported that he is able to access the account on line, and circulated the bank statement from 1<sup>st</sup> Jan to date. This information has also been posted on Trustees' dropbox and googledrive accounts.
  - SL has paid MG, and we have had a payment of £30 from G. Green for her booking on 20<sup>th</sup> August today.
  - All other payments due have been paid on line.
  - Our bank balance is £13610.12
  - SL gave both gas and electric meter readings to British Gas on 1<sup>st</sup> Sept.
  - We intend to change our energy supplier to a 'greener' firm, and will appoint a local firm to service the boiler and issue a landlord's gas safety certificate when both are due. SL will research. Proposed SM, seconded SL, agreed unanimously.
- ACTION SL**
- Hall insurance –NH had contacted our insurance company, Zurich. He asked SM to be the new contact person. AT stated that the preschool's insurance covers the shed up to £500 and the contents up to £1000. She will check if the 'Wendy house' is included.
- ACTION NH and AT**

**7. Communication, Comments and Bookings**

JB reported consistent late payments from G Green. All hall key holders will be sent a letter outlining our terms and conditions of hire, payment, and responsibilities.

**ACTION JB**

We have several possible new bookings including Deal Radio club and a Pilates group.

## 8. Secondary Glazing Quotes and Grant Application

(NH) had applied to the 'Big Lottery Awards' for the grant to install secondary glazing in all 4 lattice windows and also the window on the mezzanine floor, on 9<sup>th</sup> August. We should hear within 10 weeks. Thanks were expressed to NH for all his work.

## 9. Reports and comments from user groups

**Preschool** - AT will meet with SL next week to discuss internet access.

Preschool's contribution to the storage project will be discussed at their finance meeting next week. We will revisit the project after we know the windows grant decision outcome.

AT reported that the date for preschool's Mad Hatters Tea Party 40<sup>th</sup> celebrations on Sunday 2<sup>nd</sup> October had been advertised in error in the latest edition of Rural RoundUp as the 18<sup>th</sup> September, which is the date of the Friends of Kingsdown Play Park's Scarecrow Trail. JB had offered to send the correct information to the 'Kingsdown Newsletter' and also the EKM. AT will contact the Walmer Web and the school. AS will contact the editor of Rural RoundUp, as he is a proof reader. **ACTION AS**

**PCC** – AS reported that Cathy Sigrist is leaving Kingsdown to go to Cornwall. Her last service will be on Remembrance Sunday. The hall has been booked and paid for on Sunday 30<sup>th</sup> October for her leaving party.

AS is looking for a replacement for confirmation of Sunday bookings for the hall. **ACTION AS**

**PC** – CF reported networking with the hall, the Holiday Park, KCG and other parish organisations for parish events. 'Front Gardens in Bloom' prize giving will held in the hall on 12<sup>th</sup> September before the PC monthly meeting.

**WI** – see AOB

## 10. Fire and Health and Safety Risk Assessments

NH and JB met on 25<sup>th</sup> August to review the risk assessments.

NH will issue revised assessments at the start of the New Year. **ACTION NH**

NH has instigated PAT testing and the fire extinguisher check. Our contract with the inspection services expired in March, and the annual check is due on 24<sup>th</sup> September. A new contract is £30 for 2 years excluding VAT. NH Proposed, and SL seconded, all agreed, that we enter the contract.

NH stated that, according to the paper work he now has, the electrics do not need to be reviewed until 2021.

## 11. Storage space and tables

Storage space – see item 9

SM and JB had met to discuss the tables. Prices varied from £30 to £500. They suggested that we replace tables, both circular and rectangular, to ensure a 'rolling stock'. SL reported that the Garden Society thought that 4-6 probably needed replacing. JB+SM will circulate the relevant information. **ACTION SM and JB**

**Addendum** – the Garden Society have given SL a cheque for £20 to thank us for the loan of the tables for their village show in August.

## 12. Any Other Business

**Christmas Fair** – (SM) reported that **Saturday 19<sup>th</sup> November** has been reserved for this event. She suggested that the hall holds several events each year for community participation and enjoyment - agreed by everyone. The singing for pleasure group had agreed to perform, and bunting and Christmas trees are available.

SM hoped the WI would have a stall to sell cakes, chutneys and craft goods, and will run a 'bran tub'.

Phoenix cards had offered their goods.

JB had offered to organise the mulled wine (a TEN was required for this – cost ~£21) and mince pies.

CF has contact with someone who is a complementary therapist and sells nature and semi-precious stones etc. **ACTION CF**

It was suggested that we ask for a raffle prize donation from stall holders, and increase our marketing potential by having an advertising board for all hall users on prominent display in the lobby.

**Forecourt** - VT and her husband had made and installed a wood sculpture in the forecourt. Our sincere thanks were expressed to them both.

JB circulated the key list, which was updated by those present. See item 7.

SL will circulate documents for using the internet browser with googledrive. The contents will be read only, and SL will administer the site. **ACTION SL**

SM will hold the booking diary whenever JB is away, and SL will alter the website email bookings address at the relevant times.

JB regularly distributes information re bookings to all Trustees. **ACTION SL+JB+SM**

## 13. Date / Venue of next committee meeting –Tuesday 11<sup>th</sup> October 2016 at 7.30pm in the Lower Hall.

Meeting closed at 9.25pm