



**St John's (Kingsdown) Village Hall, Upper Street, Kingsdown, Deal, CT14 8BJ**  
**Ordinary Meeting of Trustees Wednesday 7 December 2016**  
**Dawn, Osborne Rd. at 7.30pm**

Charity No. 302777

### **1. Record of members present**

Mrs Sharon Morris Chairman 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)  
Mrs Anna Taylor Pre-School Representative (AT)  
Ms Sarah Lang Pre-School Representative (SLa)  
Mr Mike Glavin Non-Trustee Maintenance Officer (MG)

### **2. Apologies**

Mr Alan Smith Parochial Church Council Representative (AS)  
Mrs Carol Fowler Parish Council Representative (CF)

SL. Volunteered to take the minutes.

### **3. Minutes of the previous meeting on 17th November 2016.**

(AT) proposed that they were an accurate record of the last meeting, with no amendments or issue, (JB) seconded.

(AT) stated that she would remain the pre-school representative, until such time (SLa) is able to take on the role.

### **4. Matters Arising - None**

### **5. Maintenance Officer's Report (MG)**

Mike reported the following:

- The iron downpipe near the rear door has corroded and needs replacing, it was agreed this repair should be carried out.
- All of the extractors fans had failed and need replacing. The cost of this work to include a timer would be £226.00. It was agreed by all to carry out the work as the walls are cold at this time of year and condensation would cause further problems.
- (SM) pointed out that some walls required damp proofing paint. (MG) would take a look at the paints available. It was agreed that the paintwork should be done as preventative maintenance. (SLa) stated that funding may be available via grants to have the walls sealed correctly. (NH) stated that any work needs to be guaranteed, Timberwise uses an insurance policy as a long term guarantee. (NH) discussed the need for another quote and said that Peter Bates could take a look with Anglian Techtonics to survey the damp and look at a long term resolution. The survey would have a cost, and we would require access to the external wall from the owner of the neighbouring property. (SM) agreed this should be done.
- (SM) agreed to email (MG) regarding the wall paint as this should be done as soon as possible.



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- (MG) discussed the recent damage to some of the floor surface as highlighted by the Timber-Stone floor maintenance company. The issues seem to be sand and water damage from pre-school activities. (SM) suggested using a drugget floor covering around the sand pit area. (AT and JB) agreed that the pre-school should look into floor protection coverings.

## **6. Treasurer's Report**

- The new signee mandate has been returned to NatWest bank, who have requested that (SM) provide evidence of address via a recent bill etc. \*(A letter arrived after the meeting stating that the mandate has been actioned, so the proof of address may no longer be required).
- The table tennis group has replaced their table at a cost of £570.00. The estimate provided at the last meeting was half this figure. The VH trustees said they would be prepared to contribute 50% of the cost, however due to the large increase, it was agreed that a contribution of £150.00 would be sufficient.
- (SL) had contacted British Gas who had sent a statement of all funds paid into the energy account since 2007. It became apparent that many of the charges shown were not due but also were not deducted from the bank account. These figures were mistakes, or the company had amalgamated the bills from Popinjay who shared the same postal address for the bills. The outcome was that British Gas owed £143.00 which has been credited to the VH energy account.
- (SL) requested a quote from Octopus energy to supply the VH, however, they are only able to supply electricity. It was decided to look into another dual fuel supplier, (SL) will action this.
- (JB) asked about internet costs for hall usage where the internet was required. It was suggested to charge £2.50 for each session requiring internet access. This could be reviewed at a later date. The VH just needs to recover the monthly charge on the internet cost (currently £18pm).

## **7. Communication, Comments and bookings**

(JB) - The booking diary has been passed to (SM), the email account will be switched to (SM) account until (JB) returns.

(SM) has written a letter to a recent hall user to advise that late bookings cannot be accommodated. The booking process was explained, and bookings should be made well in advance in future.

(JB) stated that the bookings are going very well and are better than last year.

(NH) advised that the insurance is due in January and we will not cover the pre-school wendy house and store shed in the future as pre-school have made their own arrangements.

## **8. Windows Grant**

(NH) mentioned that the further repairs to the windows may have to wait until the February holiday, however the secondary glazing will still go ahead on 22/23 December as planned.



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## **9. Reports & Comments from user groups**

(AT) Pre-school finishes on 20 December and is back on 3 Jan. (SLa) Stated that they may extend pre-school to some afternoons, but this has to be decided. (JB) stated that Monday and Wednesday afternoons are a problem as they are already booked.

There was then a discussion on pre-school bookings and the cost. It was recognised that pre-school are the main user of the hall, and should be given a special status for this. Currently it is thought that pre-school pay £8.77 per hour for the hall usage (this being the entire hall and grounds) but also contributes and shares costs in other areas. It was decided that (SL) should look into the hall costs per hour over the past year to find a rate for pre-school that is mutually beneficial. We can then discuss a revised rate for pre-school as a special case at the next meeting. (JB) will provide (SL) with the bookings over the past year, and rates charged.

## **10. Fire, Health & Safety Risk Assessments**

(JB) These have to be redone in January. (JB) and (NH) will look into this before the next meeting.

(JB) stated that ACRE have "Hall Marks" for the correct running of public halls, and achieving level three can reduce insurance costs etc. St John's village Hall is only one of eight that achieved this previously in Kent.

## **11. Garden Maintenance**

Deborah Longland has accepted the invitation from the village hall to tend to the baskets and garden areas of the village hall. Already the baskets have been planted with Winter Pansies (*Viola x wittrockiana*).

## **12. ACRE Trustee training day.**

(SM) and (JB) will attend. The cheque has been signed for this event on 4 Feb 2017.

## **13. AOB**

(NH) has completed, and presented the Reserves Document which was passed to the treasurer.

(NH) has received an invoice from KCC showing the hall owing £1.96. It was agreed to make this payment.

(SM) said that the storage on the mezzanine area could be Ottoman style seating, documents etc could then be stored in the base. All agreed this would be a good use of the space in that area.



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(NH) gave an update on the DDC rates. The hall will be given a rateable value, however we do not expect to be charged due to its charitable status. (JB) stated that the hall has not been altered since 2010.

(JB) gave an update on the Christmas event in which £160.00 was raised for the hall. It was decided to repeat this event on 3 December 2017. (SM) suggested that we could hold a Summer event.

(JB) gave an update on commemorative plaques. Timson are able to produce these at a reasonable cost, and we should look at samples and prices.

(SM) requested an update on the missing key. (JB) stated that we have asked Cathy if she still had the key, however we should pursue this, perhaps take an image of the key in case it can be found on a set of keys still in her possession, (JB) will look into this.

(SM) Amanda from the Kings Head has asked to use some of the chairs for a quiz on Tuesday 13 December. All agreed this was OK.

A date was set for the AGM, which will take place on Monday 27 March 2017. The hall will be ready at 7pm, to start the AGM at 7.30pm. We need to advertise this in Rural Roundup, East Kent Mercury and local notice boards and lamp posts.

#### **14. Date/Venue of next meeting**

The next trustee meeting will take place at Dawn, Osborne Road at 7.30pm on Wednesday 18 January 2017.