

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

**Meeting of Trustees on Wednesday 8<sup>th</sup> November 2017 at 7.30pm in the Lower Hall**

**1. Record of members present**

Mrs. Sharon Morris (Chair)	WI representative (SM)
Mrs. Jane Banks (Secretary)	Village Representative (JB)
Mr. Simon Longland (Treasurer)	Table Tennis Representative (SL)
Mr. Alan Smith	Parochial Church Council Representative (AS)
Mr. Mike Glavin	Non-Trustee Maintenance Officer (MG) – left at 7.50pm

**2. Apologies - None**

**3. Minutes of the previous meeting on 11<sup>th</sup> October 2017**

Proposed by (SM), Seconded by (JB) as a true record of the meeting. (SM) signed the minutes, and asked (JB) to take the minutes for this meeting.

**4. Matters Arising**

Anna Taylor had resigned as the VH Pre-School Representative at the recent Pre-School AGM. No replacement has been appointed to date. We have heard nothing further about preschool's future plans.

The potential new Trustee, Ian Stephen, will be invited to join us at our next meeting.

Item AOB 12.5 - (SL) had not yet purchased a combination lock for the lower hall, but (MG) queried the idea with reference to fire risks. After discussion, we decided to put notices on the doors of the main hall and the lower hall indicating that the hall is closed unless booked.

Item 12.2 AOB - (MG) confirmed that no significant extra time was required for cleaning after a public event. The proposed deep clean of the kitchen may not be necessary if we are considering improvements.

**5. Maintenance Officer's report**

(MG) reported that we may need a plumber to replace the radiator which was removed prior to the damp proof work. He will arrange this if necessary.

(MG) said he has purchased some suitable latex paint for the new plasterwork which he will apply next week.

(MG) will be asked to submit his estimate for the decoration of the whole wall.

It was agreed that the large preschool notice board will not be replaced. We will find somewhere to store it.

(SM) will inform the preschool chair.

**ACTION SM**

(MG) will secure the broken fixing of a kitchen cupboard asap.

**6. Treasurer's report**

Our bank balance is £21,142.04

(SL) has paid the balance of £1896 to Anglian Tectonics for the damp proof work, which has been completed to our satisfaction. He will forward a copy of the invoice to the Parish Council, as they requested, as they have offered us £500 towards the cost of the work.

**ACTION SL**

Broadband and internet provision – (SL) has not heard from preschool about the change of the account.

(SM) will contact the preschool chair.

**ACTION SM**

(SL) queried a payment of £18 – bank stub 395 – (JB) will check her records.

(SL) has refunded £18 to the villager who has used the lower hall occasionally.

The cheque to the PRS has not yet been cashed. (SL) will make enquiries.

The Kingsdown Conservation Society have had to cancel their booking on 18<sup>th</sup> November, but hope to book again next year. (SL) will refund their £50.

Our annual accounts will be closed at the end of the year, and all relevant payments will be included before the start of 2018.

**7. Communications, comments and bookings**

We had a children's party booked for Saturday 28<sup>th</sup> October. We have offered the hirer a 50% reduction on her next booking as the hall had not been cleaned.

Preschool have asked to use the hall on New Year's Eve. (JB) has quoted them £15 per hour as they have said they want the use of both halls.

We have been asked about a regular booking on the first Sunday of every month in 2018. (JB) had asked Liz Bembridge (PCC), who are discussing our request at their meeting this evening. If this use is agreed by the PCC, we will charge £15 for the use of both halls on each occasion.

On line bookings – (SL) demonstrated a free 'Google' calendar we can use, which can be edited by the Trustees but can be viewed by anyone who looks at our website. We will probably need two calendars as we have two halls. He will refine the system and report back. **ACTION SL**

We have encountered problems with using the 'bookings@kingsdownvillagehall.org.uk' address, which does not recognise emails containing an underscore. (SL) will investigate a 'Gmail' account.

(JB) and (SM) reported that preschool had been using the lower hall for a meeting on 7<sup>th</sup> November without previously booking the time. (SM) will include this point in her email to the preschool chair. **ACTION SM**

#### **8. Fire, Health and safety risk assessments**

PAT testing. (SL) will contact Groombridge about this outstanding work.

The fire extinguisher checks are also outstanding. Our new Trustee is expecting to review all our H+S assessments, and he will be asked to follow this up.

(JB) reported that the new first aid kit is missing from the toilet lobby.

#### **9. Damp proof Grant Work** – The work has been completed and the invoice has been paid - See item 6.

#### **10. Hallmark Visit**

We have been awarded our level 3 renewal from ACRE, which is valid until 30<sup>th</sup> August 2020.

(JB) had received notification and a letter from ACRE, which she passed to (SM) to review and add any further comments and amendments to send to ACRE. **ACTION SM**

We should receive the certificates soon.

#### **11. Christmas Fair**

(SM) reported that the WI have a cake stall booked with David Dobby. He has 10 stalls confirmed, has turned away 5, and also intends to have Father Christmas present.

#### **12. Amendment to Deed of Trust**

Following the recent situation with regard to the hire and the use of the village hall by the church, it was felt we should update the original 1952 wording of clause 2 of our Deed of Trust. (JB) had previously circulated a suggestion of new wording to reflect the change in the last 65 years, and modifying the 'model constitution' recommended by ACRE. (SM) stated that the phrase 'the benefits of the inhabitants' is of paramount importance. After detailed discussion, we agreed the following amendments:-

**This Deed of Variation (Deed or Amendment) makes reference to the Original Deed and Declaration of Trust made on the Tenth Day of January 1952, and to the later approved first and second amendments.**

#### **Clause Two which reads**

The Trust which shall be known as St John's Village Hall Kingsdown shall be held upon trust for the purposes of physical and mental training and recreation and social and moral and intellectual development through the medium of reading and recreation rooms, library, lectures, classes, recreations and entertainments or otherwise as may be found expedient for the benefits of the inhabitants of the Village of Kingsdown near Deal in the County of Kent and its immediate vicinity without distinction of sex or of political religious or other opinions subject to the provisions of these presents PROVIDED ALWAYS and notwithstanding anything to the contrary herein contained the Church of St John's Kingsdown shall have the exclusive use of the Trust premises for its own purposes on all Sundays and Good Fridays free of rent and rates but subject such payment, if any, for heating and lighting as may be agreed on from time to time between the Vicar and Churchwardens of the said Church and the Committee of Management hereinafter referred to.

#### **Clause Two to be amended to read**

The property shall be known as St John's Village Hall Kingsdown. The Property shall be applied for the purpose of a village hall, primarily for the use of the inhabitants of the village of Kingsdown near Deal in the County of

Kent and its immediate vicinity, without distinction of sex, sexual orientation, age, disability, nationality, race or political, religious or other opinions, PROVIDED ALWAYS and notwithstanding anything to the contrary herein contained, the Church of St John the Evangelist, Kingsdown shall have the exclusive use of the premises for its own purposes on all Sundays and Good Fridays. The Church's use of the village hall will be subject to the terms and conditions of hire published by the Trustees at the time of the church's use, and to the payment of an hourly rate, in accordance with the Charities Act of 2011, incorporating all operating and maintenance costs as itemised in the annual accounts submitted to the Annual General Meeting of the same year by the Committee of Management hereinafter referred to, but free of any further hire costs on all Sundays and Good Fridays.

This wording was proposed by (SM), seconded by (JB) and agreed by (SL) and (AS).  
We will send this wording to the PCC for their consideration, and will arrange to discuss this further should it seem necessary.

### **13. Any Other Business**

Dedication Plaques – (JB) will circulate the wording proposed for the defibrillator plaque. It was thought laser printing on to stainless steel may be suitable for both this and the wood sculpture made by Mark Trewartha.

Kitchen - (JB) and (SM) had met with Amanda from the Kings Head, who had advised us on kitchen improvements. In summary, she suggested removing all the tiling, and installing stainless steel worktops and splashbacks. We will investigate the suppliers she recommended.

Doreen Clark (via the Rural RoundUp) had donated a tin of chocolates for the next village hall event.

A recent hirer had commented that we may need to install a suitable place to leave dogs somewhere on the forecourt, as our terms and conditions state that no dogs except guide dogs are allowed in the hall. (JB) will obtain a quote from 'Signs from Above' in Walmer.

**ACTION JB**

(SM) volunteered to hold the booking diary when (JB) is away, and (SL) will alter the email redirection. **ALL** Once agreed by the Trustees, the draft minutes will also be sent to Ian Stephen.

### **14. Date and Venue of Next Meeting – Weds 13<sup>th</sup> December 2017 at 7.30pm at 'Dawn', Osborne Road.**

**Meeting closed at 9.25pm**