

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

Ordinary Meeting of Trustees on Wednesday 10th October 2018 in the Lower Hall

1. Record of members present

Mr Nick Hansom (Chair)	Village Representative (NH)
Mrs Jane Banks (Secretary)	Village Representative (JB)
Mr Ian Stephen	Parochial Church Council Representative (IS)
Mrs Anna-Marie Taylor	Village Representative (AT)
Mrs Kate Stephen	Preschool Representative (KS) arrived at 7.35pm
Mr Mike Glavin	Non-Trustee Maintenance Officer (MG)

2. Apologies

Mr Simon Longland (Treasurer)	Table Tennis Representative (SL)
Mrs Linda Dalton	WI representative (LD)

3. Minutes of previous meeting on 29th August 2018

Proposed as a true record by IS, seconded by JB.

4. Matters Arising - None

5. Maintenance Officer's report

MG informed the meeting that the radiator cover opposite the gent's needed repairing, and all other radiator covers need painting. We agreed that MG repair the former, and paint the two covers on the left hand wall, plus the shelf under the picture of Jarvist Arnold. **ACTION MG**

MG also suggested that the sealant in the kitchen and around all washbasins needed replacing. We agreed that he replace the sealant in the kitchen and the disabled toilet, and would leave all others to his discretion (he estimated this would cost about £100). **ACTION MG**

MG will research replacement nosings on the main stairs and report back.

MG left at 7.45pm.

6. Fire exit, side access path and ramps

NH reported on quotes for legal work for both the transfer of the fire escape piece of land (Transfer), and registration of the Village Hall at the Land registry (Registration)

Hardman's

These are the people who acted when the Hall was vested with the Charity Commissioners in 1952
Transfer - £650 +VAT, plus £40 Land registry Fee, plus £15 ID checks for each Trustee, plus £3 Index map search. Total £823 plus ID check fees. Plus Local authority search fee if considered necessary £140
Registration; £300 to £550 +VAT, plus £200 Land registry fee Total £560 to £860
If the Land registry agrees to merge the 2 titles together there would be a further fee of £40

Williamson and Barnes

Transfer; £550 +VAT plus £140 L.A search fee	Total £660 plus £140
Registration; £300 + VAT, plus £200 LR fee	Total £560

Stilwell and Singleton

Transfer: £793 including VAT. No breakdown given, but an indemnity insurance £30 in place of the Local search included. Total £793
Registration; £400 to £575 +VAT, plus LR fee (£200) plus LR search fees of approx £20. Total £480 to £690, plus £220.

C.M. Robinson - NH recommended this firm.

Transfer; £250 +VAT plus £40 Land registry fee plus £6 searches. Provide for Local search if thought necessary £140	Total £346 plus local search £140
Registration; £250 +VAT plus Land registry fee of £200.	Total £300 plus £200

Possible £40 fee if the merger of titles is permitted, plus a fee for a plan of the strip of land which would be acceptable to the Land Registry.

This firm also said we would need an official document detailing the appointment of Trustees. All Trustees present were officially confirmed at our last AGM on 19th March 2018, so we could use those forms. NH asked that all trustees download the official Charity Commission form – ‘declaration for fit and proper persons’, and to complete it and present them at our next meeting for our records. **ACTION ALL** NH reported that he has spoken to Mr. Oliver, and hoped to meet with him next week. NH hoped that Mr. Oliver will contribute to the legal fees for the land transfer.

NH reported on the DDC buildings inspector’s advice re the ramps.

Conversion of fire escape steps to disabled ramp:

Mr Bannon of Dover building control asked to meet on site again after I had sent him my drawings. He had been quite confident on his first visit, but on the second occasion, he thought it looked too steep. He considered that it would not be possible to persuade the Council to allow ramps, even if we made a plea based on the age and position of the building.

He offered 2 suggestions as alternatives;

- 1) That we purchase commercially available adjustable and mobile ramps (possibly 2) that are brought out when needed. There are many reasons, to my mind, why this would not be feasible. The whole operation of setting up and taking down the ramps would take a considerable time to get one person up and down, making it impossible in case of fire.
- 2) That we make the steps “accessible” to the partially disabled for whom steps are possible. This would involve lengthening the treads on some of the steps.

It was agreed that we will take no further action as we had done all we could.

7. Reports from User Groups including PS mini loo suite and LH use

Preschool KS reported that she had discussed the suggestion by the Trustees for the mini loo room becoming a storage space to help solve the storage issues, specifically for the stacks of chairs. She reported that Preschool do need a small toilet for the children to be able to use, and Ofsted have requirements regarding the number of toilets required. KS suggested that we could turn the toilet next to the disabled toilet into a ‘mini loo’, and perhaps have unisex toilets.

If preschool move to the school, we will have their cupboard for storage, and therefore storage will not be such an issue. We may at that time re-structure the entire kitchen and toilet area.

One suggestion was to alter the stud walls, extend the kitchen into the present disabled toilet area, and turn the rest of the space into one large unisex and disabled toilet. The ladies toilets are the other side of the original brick wall of the hall, and probably need not be altered.

After discussion and a site visit, it was decided to take no further action apart from managing the chair storage when occasions demand it. We will put a notice up in the chair store telling hirers our policy. **ACTION IS**

Preschool and Lower hall use – see minutes of last meeting. If a regular request is received, we will revisit this issue.

No further reports from user groups.

8. Treasurer’s report including projector rental

SL sent the following by email:-

The balance is £21,160.74. There are a few paying in slips where I don't have the information on what they are (see gaps on the pdf file), plus slip 455 and £36 from 10 July from the previous printout.

JB had supplied SL with this information.

The main purchase this month was the projector, which worked well for the historic weekend, projecting the 300 photos that had been collected. We were asked about renting the projector, and I suggest that the users of the hall could rent it for £5.00 per session. It would be best if this was a fixed price whether it is for the day or just for an hour, as the wear and tear on the lamp is the main issue. I will write a laminated page on how to operate the projector, and how to turn it off. The lamp needs about two minutes to cool down after use. If the process is followed correctly it can have a life up to 10,000 hours, but in practice they tend to last about 4,000 hours with care.

Fixed price agreed, and laminated instructions were considered critical.

NH asked if the projector had been added to our insurance. JB had added it to our inventory.

I would suggest that we need to buy a stand for the projector and a hard case, these are about £35 each.

Agreed unanimously.

As you know I regularly send emails asking whether bills are OK to pay. Only a few people respond to these. I would ask in future, payments for cleaning, and on going costs should not be have to receive approval unless they are unusual in any way.

It was requested that the Treasurer continues to circulate all invoices for approval. Trustees were encouraged to respond.

Trustees wished to register their appreciation for the treasurer's work.

On the question raised about hall use, and where a request for hire has a conflict. I would suggest that the group/person already hiring the hall should be informed as a courtesy as they may seek first refusal on the same hire date. I personally don't think that we should turn away business due to conflict with another hirer, but an advisory note would be a step in the right direction.

Unanimously agreed.

In the case where a hirer has received a discount for their usage as they book a large number of hours at the hall, and then reduce these hours, I think we need to remind them that the discounted rate was due to their previous level of use, and perhaps revert to normal hire costs after 30 days, if the level remains low.

It was agreed that we will not alter our discounted rates at least until the New Year, when all rates were reviewed. JB had replied to our present dance hirer (correspondence in our records).

I thank Nick for his work on the legal aspects of the new walkway, and research into the ramps. We should bring the hall up to date with the hall registration and adoption of the new walkway. Although expensive we do have the funds for this, and it could help resolve legal issues with neighbours in the future.

Item 7 - I think we do need to refurbish the toilets, perhaps the disabled toilet could also contain a child version? Or we get a vote on unisex, and do away with separate block and have a restructure of the area. See Trustee decision under item 7.

9. Communication, comments and bookings including park trees and dance classes

JB had no more news from Kingsdown about the trees overhanging the hall.

Our present dance teacher had expressed her concern that the new musical theatre group was her competitor – see item 8.

10. Fire, Health and Safety Risk Assessments

The first aid boxes have not been used.

Groombridge has done the smoke alarm checks. IS has pp'd the list and sent him a copy.

IS will check with KCC when the fire extinguisher check is due (post meeting info – due on 15/12/2018).

PAT tests are due on 18/12/2018.

Fire drills – IS had liaised with the WI committee, who had held a fire drill on 8th October. Members were safely and quickly evacuated, using both the main steps and the new fire escape with no issues. In view of the numbers (34), the muster station will be in front of the picket fence and along the forecourt wall to enable ease of access for emergency services.

IS has arranged preschool's fire drill for Tuesday 13th November.

The Risk Assessments will be updated once all these have been completed.

ACTION IS

11. Any Other Business

Heritage weekend – this event had been a success, had made a small profit, and had also raised the profile of the hall. Thanks were expressed for all the work it had entailed.

Trustee Christmas Fair 9th Dec – JB offered to organize this event, and to report back at our next meeting.

A thank you card for Sharon was signed by all the Trustees.

12. Date of Next Meeting – Wednesday 14th November 2018 at 7.30pm in the lower hall

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