

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

Ordinary Meeting of Trustees following AGM on Wednesday 11th March 2019

1. Record of members present

Mr Nick Hansom (Chair)	Village Representative (NH)
Mr Simon Longland (Treasurer)	Table Tennis Representative (SL)
Mrs Jane Banks (Secretary)	Village Representative (JB)
Mrs Linda Dalton	WI representative (LD)

2. Apologies

Mrs Mariya Deschamps	Parish Council Representative (MD)
Mr Ian Stephen	Parochial Church Council Representative (IS)

3. Welcome

NH welcomed all to the committee. He will update the Charity Commission's list of Trustees, removing KS and AT, who have recently resigned.

4. Appointment of Officers

NH was proposed as Chair by LD, seconded by JB
SL was proposed as Treasurer by JB, seconded by NH
JB was proposed as Secretary by NH, seconded by SL
JB was proposed as Booking Secretary by SL, seconded by NH

5. Minutes of previous meeting on 20th February 2019

NH signed the minutes proposed as a true record by LD, seconded by SL and agreed.

6. Matters Arising – none

7. Report on meeting with preschool chair on 28/02/2019

NH had met with Sarah Lang-Maggs, and had circulated the following report:-

Concerns have been raised by members of the pre-school staff over an incident or incidents which have occurred recently involving possible incursion into the cupboard under the mezzanine. This is a cupboard which, by agreement and long-standing practice has been used exclusively by preschool for storage purposes. It appears that the cupboard was opened, and a key was taken from an unlocked box in the cupboard. The key was one for the paper towel dispenser but is also thought to be the key for the soap dispenser. It is thought that this key is now in the possession of the cleaner.

It is not known whether on the occasion when the key was taken, or at another time, the bolt retaining the second of the two doors to the cupboard seems to have been pulled and the bolt broke. Some disruption of pre-school's belongings in the cupboard was noted, though nothing appears to be missing.

The damaged lock has now been repaired and other damage, to an electric plug socket, and some trunking, has also been attended to.

These matters have now been resolved (apart from the return of the key).

Sarah was eager to make it plain that it was nobody's intention to criticise anybody, but she considers it important that there be a re-statement of policy in two important areas, namely;

1) that people who are not part of pre-school – teachers, assistants or those on pre-school business, should not enter onto the Village Hall premises while the school is in operation. It was pointed out that the reason for this, (apart from the fact that Pre-school enjoys a right to exclusivity to the premises during the period when it hires the Hall), is because of conditions imposed by OFSTED which require there to have been DBS checks on anyone coming into proximity to children, with which condition, Sarah, as Chair, has undertaken to OFSTED to ensure compliance.

2) that, where intervention onto the village hall (during hours when Pre-school have hired the Hall) for example for repair work, is required, that permission is asked before going into the Hall. If intervention (during these hours) is urgent and prior permission, though sought, cannot be obtained, that a representative of Pre-school is notified as soon as possible afterwards and justification of the urgency is given.

Sarah is unsure whether pre-school will be able to appoint a representative from pre-school to act as Trustee. If no-one can be put forward to act as Trustee, she proposes that someone from preschool attend Village Hall meetings to report to the Trustees anything that is relevant to pre-school, and to listen to anything the Trustees may have to say concerning pre-school. This would be on the understanding that the representative would not have any ability to vote. In those circumstances it seems sensible that Sarah be made aware of the dates, times and locations of meetings, so that she can pass this information on to whoever attends the meeting on behalf of pre-school.

8. Fire Escape

NH had cleared the fire escape of leaves recently.

NH said he had invited Jason Oliver (JO) to the AGM this evening, but he was unavailable. JO had promised to respond to NH about the transfer of ownership of the land by the end of the week. If he fails to do so, NH will contact DDC on 18/03/2019 to report problems with this aspect of the planning which was granted by them.

9. New Cleaner; future maintenance arrangements

Our new cleaner has been unable to continue in her role due to personal circumstances.

SL returned her key to JB.

SL has made a soap dispenser/towel holder key. The soap dispensers have been filled recently.

The other job applicant has been able to clean occasionally, but we will need to re-advertise the position – JB.

The WI had reported no toilet rolls in the ladies today.

JB had provided some tonight. SL will purchase a bulk supply.

JB asked SL to investigate being joint admin for our facebook page.

Maintenance – jobs have been logged in the pink book in the kitchen.

NH will change the key safe code tomorrow, and SL will attend to a few logged jobs.

Larger jobs will be attended to as and when required.

10. Agenda items for next meeting:-

Revision of all hall policies

Maintenance issues incl main lobby ventilation

Table loan for school fair 29/6

Projector instructions, large screen prices (SL) and related ‘non-theatrical licence’ (£160+VAT for a year).

11. Any Other Business

The Friends of Kingsdown Play Park had asked to borrow 2 tables for the grand opening of the completed park on Sunday 17th March. Agreed. JB to arrange.

Garage Safari 12/5 – JB reported no response to an email sent to this year’s organizers last month, and the fact that there seemed to be confusion over the hall’s position and legal obligations. The scouts were interested in providing refreshments using the hall’s kitchen. It was felt strongly that the hall should be open for the event, but as only one of the Trustees could commit to being ‘on duty’ for the whole day, it is not an option for us to open the hall ourselves. However, after discussion, SL offered to write to the organizers offering the hall at our calculated hourly base price of £6 per hour, as opposed to our usual rate of £10 per hour. We cannot go lower than this base price due to our legal obligations. The hall must be booked in order to conform to the conditions of our insurance. It has already been agreed that the church can use the forecourt.

12. Date of Next Meeting – Wednesday 24th April 2019 at 7.30pm in the lower hall

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