

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

Ordinary Meeting of Trustees on Wednesday 16th January 2019 in the Lower Hall at 7.30pm

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)
Mr Ian Stephen	Parochial Church Council Representative (IS)
Mrs Kate Stephen	Preschool Representative (KS) – left at 9pm
Mrs Mariya Deschamps	Parish Council Representative (MD) – left at 8.10pm
Mr Mike Glavin	Non-Trustee Maintenance Officer (MG) – left at 7.45pm

2. Apologies

Mrs Anna-Marie Taylor Village Representative (AT)

3. Minutes of previous meeting on 12th December 2018

NH signed the minutes which were proposed as a true record by SL, seconded by KS.

4. Matters Arising - none

5. Maintenance Officer's report

MG informed the meeting that he had completed the new stair nosings, but had bought extra adhesive.

The yellow strips will need wiping down with a damp cloth and mild detergent twice weekly.

Damp has appeared in the corner near the kitchen again. SL confirmed the damp proof work had a 20 year guarantee, and will contact Anglian Tectonics.

ACTION SL

MG reported that the dehumidifying fans in the ladies and rear lobby were often switched off, despite notices asking for them to be switched on again. This results in the growth of unsightly mould which takes some time to clean off. He recommended the Trustees give some thought to this problem.

ACTION ALL

MG left at 7.45pm.

NH will purchase a voucher and some Kronenburg as a farewell gift for MG.

ACTION NH

6. New Cleaner; future maintenance arrangements

Cleaner - NH, SL, JB and IS had met with Sarah Wall (SW) with a view to her taking over the hall cleaning. SW had confirmed she can work for at least 2 hours over a weekend, but was unable to commit to weekday work due to her personal circumstances.

LD will find out who Ringwould village hall uses (it is a professional firm from Kingsdown) and send the information to JB.

ACTION LD

NH proposed that we appoint SW for weekends, and ask the professional firm to work for 1.5 hours between 3.30pm and 6pm on both a Tuesday and a Thursday afternoon, both from 1st February. JB will contact SW.

(NB – LD later confirmed that the company only work from 9am to 3pm).

SL has designed a timesheet which he has put on the website, and which can be completed and sent to him for payment. The timesheet has a section for maintenance issues and observations for feedback see <http://kingsdownvillagehall.org.uk/timesheets/>

Maintenance – NH and SL will organise issues reported to the Trustees, either themselves or using our usual contacts. JB will purchase a book for users to note issues (to be kept in the kitchen), and she will also ask hirers to report any issues to her when she sends their receipts.

ACTION JB

We will monitor the success of these measures.

MG has offered his services as maintenance advisor.

7. Reports from User Groups

Preschool (KS) – Preschool use paper towels, and monitor their use. The staff (not the children) are responsible for flushing the toilets, and they ensure paper towels are recycled in the general rubbish.

WI – LD reported that the WI is employing someone to arrange the chairs for their meetings at both Kingsdown and Ringwould halls, which the WI will fund.

TT – SL had no problems to report.

PC – MD asked if we could place a salt bin (purchased by the PC) in the forecourt – agreed. She will chase the PC clerk for a booking form for their meetings. She has passed on the information about holding a fire drill, and indicating fire exits at PC meetings.

PCC – see items 9 and 10.

8. Treasurer's report

Our bank balance is £29,639.24.

SL has paid the hall's PRS licence (£117.11). NH put the certificate on our notice board.

SL emphasised that individuals are responsible for their own PPL (personal performance licence).

Inventory – IS and JB had completed a revision, and this document is on our Google drive.

SL had replaced the batteries in the microphone, but the small clip for the lapel microphone is missing. SL had tested the system, which is in full working order, complete with instructions.

Hall Insurance – NH offered to arrange this. It is due on 20th February. JB will send NH the floor plan so that he can add it to the fire escape plan expected from the land developer next door. **ACTION JB+NH**

Annual Accounts - SL gave JB a copy of the 2018 annual accounts for the records, and will send these out electronically for Trustees to study before they are agreed at our next meeting. **ACTION SL**

SL had calculated that our running costs for the 2150.75 hours of hall use in 2018 were £12,128.83.

(The hall was used for 95 hours more than in 2017).

We have an excess of income over expenditure of £6476.35.

Our base rate is therefore £5.64 per hour.

SL reported that he is compiling a list of regular activities such as PAT testing, insurance etc and asked us all to notify him of any additions. **ACTION ALL**

9. Communication, comments and bookings

Ownership of neighbouring land – NH was still waiting for a response.

New emergency repair contact numbers – NH and SL.

All trustees should be aware of where the utility supplies are located.

JB will update the contact numbers on the notice boards etc. **ACTION JB**

Bookings – JB reported that the musical theatre on Friday evenings had cancelled due to lack of support. JB will forward contact details to SL to issue a refund for cancelled sessions (£90) **ACTION JB+SL**

JB had received 4 requests for bookings on a Sunday over the first 6 weeks of 2019. Under the terms of our 1952 Deed of Trust, the church has the right to use the hall on Sundays and Good Fridays. The present agreement with the church is that we ask them if they are going to use the hall on specific Sundays and if not, permission that we can take bookings on those specific dates.

JB had raised concerns with the church (by email) over the present arrangements. There had been a 10 day delay in the response from the church over the recent holiday period which she felt may have impacted hall revenue. (post meeting note – for whatever reason, only 2 of the 4 potential hirers had booked the hall).

IS circulated a response from LB to the meeting (*see appendix 2*).

IS stated it was Liz Bembridge (LB) who had the final decision about the church's use of the village hall on Sundays as she kept the church diary. JB asked IS if the church could give us a two month window for booking Sundays. IS referred the meeting to *appendix 2*, which states '*since the PCC do not know at present what Rev Carolyn Wood will wish to introduce, it is not possible to give the Village Hall carte blanche for all Sundays*'.

It was agreed that that the PCC (via LB or IS) will continue to be as obliging as possible re bookings on Sundays, giving JB a prompt response to all requests.

10. Deed of Trust and Charity Commission response

The Trustees and the church had agreed new wording (see minutes of December 2017 and January 2018) for clause two of the Deed of Trust, which the former village hall chair Sharon Morris (SM) had subsequently sent to the Charity Commission. During the recent exchange of emails (see item 9), on 8th January IS had asked JB for the result of the communication with the CC. In answer to his query, JB had searched for emails forwarded to her from SM, and found two dated 8th and 25th May 2018 (*see appendix 1*). JB was not aware of any further

email response from either the CC or SM, who resigned shortly afterwards due to personal circumstances (post meeting note – SM confirmed that there had been no further correspondence between the CC or herself on 18/1/19). JB stated that she felt the issue is therefore not fully resolved.

IS and LB felt there was an ‘avoidable delay’ in communicating the CC response to the church, ‘for reasons that are not clear’ and this was another communication issue that ‘has only come to light by chance very recently’.

However, NH felt that ‘we are where we are’ and we will all work with the best interests of both the village hall and the church in mind. Neither party felt it necessary to appeal the CC’s decision

11. Fire, Health and Safety Risk Assessments

IS gave his report:-

During the fire extinguisher check on 18th December, the nearly out of date CO₂ extinguisher in the kitchen was replaced with a 2Kg dry powder one. The other one in the hall is valid until 2021, and the H₂O one has a longer shelf life. The whole visit took 25 minutes and was completed before the start of the preschool session. IS will update the risk assessments, and add the new muster station details. **ACTION IS**

IS has sent fire drill information to the PC, Tai Chi and SFP groups.

The first aid kits have not been used since he last checked them.

There are 19 main door keys in circulation, 3 post box keys and 4 mezzanine storage keys. IS and JB had agreed the key list. Once MG leaves, we will probably issue his keys to the new cleaner.

IS reported that during the PAT testing on 4th December there were 9 items tested which belonged to preschool.

12. Revision of all hall policies

Five policies had been circulated prior to the meeting - Cleaner’s job description, financial policy, self employed workers, bookings and hall reserves policy. SL commented that the list of users in the bookings policy should be put into an appendix. NH asked about the key collection policy. JB replied saying most occasional users and some groups now rely on the key safe. Trustees were asked to study these before the next meeting.

13. AGM date – Monday 11th March 2019 at 7pm. JB will advertise the event, and request nominations for more village representatives. **ACTION JB**

14. Dover District Lotto

Attendance at the Astor Stanhope Road, Deal Community Theatre, CT14 6AB on Monday 21st of January from 6:30pm to 8:00pm. See the Eventbrite page <https://www.dover.gov.uk/dover-district-lotto>. NH and SL volunteered to attend on behalf of the village hall. Registration is at the event. **ACTION NH+SL**

15. Any Other Business

NH reported he had met with Cllr P. Zammitt on 21st December, and is waiting for his estimation of the cost of an internal stair lift and the entrance from the road (see minutes Dec 2018).

16. Date of Next Meeting – Wednesday 20th February 2019 at 7.30pm in the lower hall.

There being no other business, the meeting closed at 9.35pm.

Appendix 1

ST JOHN'S VILLAGE HALL 302777 CRM:0083982

On 8 May 2018 2:13 pm, sharon morris <s_i_morris@yahoo.co.uk> wrote:

[Sent from Yahoo Mail for iPhone](#)

Begin forwarded message:

On Tuesday, May 8, 2018, 2:12 pm, CS – Correspondence2 (Queue)

<CSCorres2@charitycommission.gsi.gov.uk> wrote:

Dear Mrs Morris,

Thank you for your email.

In your previous email to us, you told us you were making admin changes to clause 2.

However, clause 2 contains the purposes of the charity which cannot be amended using s.280 of the Charities Act 2011.

The following wording in clause 2 states the purposes of the charity:

'A VILLAGE HALL FOR THE PURPOSES OF PHYSICAL AND MENTAL TRAINING AND RECREATION AND SOCIAL 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 BENEFIT OF THE INHABITANTS OF THE VILLAGE OF KINGSDOWN AND ITS IMMEDIATE VICINITY WITHOUT DISTINCTION OF SEX OR OF POLITICAL, RELIGIOUS OR OTHER OPINIONS'.

You do not have the power to change the above wording without our consent and unless the activities are different there may be no need to make this change.

Please refer to our guidance on how to amend your governing document :

<https://www.gov.uk/guidance/how-to-make-changes-to-your-charitys-governing-document>

In this case a Scheme may be required, please refer to the following:

<https://www.gov.uk/guidance/change-a-charity-governing-document-by-scheme>

I hope this is of assistance.

Yours Sincerely,

Nichola Davies

W: <https://www.gov.uk/charity-commission>

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Sharon sent the following on 23.05.2018:-

Dear Nichola

Thank you for your reply,

The present Trustees do not wish to change the purposes of the charity.

Your reply states -

The following wording in clause 2 states the purposes of the charity :

'A VILLAGE HALL FOR THE PURPOSES OF PHYSICAL AND MENTAL TRAINING AND RECREATION AND SOCIAL 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 BENEFIT OF THE INHABITANTS OF THE VILLAGE OF KINGSDOWN AND ITS IMMEDIATE VICINITY WITHOUT DISTINCTION OF SEX OR OF POLITICAL, RELIGIOUS OR OTHER OPINIONS'.

WE are looking at the next section and wish to add to the Deed of Trust.

We no longer have a vicar, and the church have not used the hall for some time as they now have their own 'social space' in the church itself. The Trustees have had numerous requests to use the hall on Sundays. Hence our wish to add the wording agreed within the attached document, in order that we can hire the (otherwise unused) hall to villagers.

.....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.

Clause 2A?.....

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 agreed between the Trustees and the Parochial Church Council, and 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.

Please can you advise how we may proceed?

Appendix 2

Statement from the PCC representative:

Background: Rev Cathy Sigrist, vicar of St John the Evangelist Kingsdown, left the parish in November 2016. In the ensuing interregnum churchwardens Elizabeth Bembridge and Bob Wiseman assumed overall control of parish affairs with help from the Parochial Church Council. On 1st March 2018 St John's Kingsdown joined St Nicholas Ringwould, St Mary Ripple and St Peter & Paul Sutton to make up a new Parish of the Cornilo Churches in the Benefice of Walmer & Cornilo. Rev Canon Seth Cooper, vicar of St Mary's Walmer, became Rector of the new Benefice. Elizabeth Bembridge became a deputy Churchwarden of the new parish and Ian Stephen the PCC secretary. The search for an Assistant priest began immediately after the formation of the new Benefice and was finally answered when Rev Carolyn Wood was appointed in September 2018. The licensing of the Rector and Assistant Priest will take place at St Mary's Walmer on 26th February 2019.

Elizabeth Bembridge spent considerable time working with the existing PCC representative Alan Smith, the PCC and the Village Hall Trustees in November and December 2017 on a revised wording of Paragraph 2 of the Village Hall Deed of Trust and a final version was agreed in December 2018, ratified by the Village Hall Trustees at their meeting in January 2018 and subsequently submitted to the Charity Commission by Sharon Morris, then chair of the Village Hall Management Committee.

Regrettably, and for reasons that are not clear, the Charity Commission's decision was not conveyed to the PCC when it was made and has only come to light by chance very recently.

Notwithstanding the delay in communicating the decision of the Charity Commission, which was avoidable, the PCC is happy to continue to abide by the revised wording of Clause two as submitted in early 2018.

This states that '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 agreed between the Trustees and the Parochial Church council, and in accordance with the Charities Act 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 herein referred to, but free of any further hire costs on all Sundays and Good Fridays.'

The PCC will continue to be as obliging as possible re bookings on Sundays giving Jane Banks (Village Hall secretary & Bookings secretary) a speedy response to her requests. However, since the PCC do not know at present what Rev Carolyn Wood will wish to introduce, it is not possible to give the Village Hall carte blanche for all Sundays.

The PCC hope that this clarifies the background to and current understanding of the Deed of Trust and is of mutual benefit to both church and Village Hall Committee of management.

Please provide a copy of the email exchanges explaining the Charity Commission decision to Elizabeth Bembridge for the church log book. The PCC do not see the need to appeal the Charity Commission decision.

Ian Stephen (PCC representative on behalf of Cornilo Churches PCC)
16/01/2019