

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

Ordinary Meeting of Trustees on Wednesday 20th February 2019 in the Lower Hall

1. Record of members present

Mr Simon Longland (Treasurer)	Table Tennis Representative (SL)
Mrs Jane Banks (Secretary)	Village Representative (JB)
Mrs Linda Dalton	WI representative (LD)
Mrs Kate Stephen	Preschool Representative (KS)

2. Apologies

Mrs Anna-Marie Taylor	Village Representative (AT)
Mrs Mariya Deschamps	Parish Council Representative (MD)
Mr Nick Hansom (Chair)	Village Representative (NH)
Mr Ian Stephen	Parochial Church Council Representative (IS)

3. Minutes of previous meeting on 16th January 2019

SL signed the minutes as meeting chair. Proposed as a true record by KS, seconded by LD and agreed by all.

4. Matters Arising – none

5. New Cleaner; future maintenance arrangements

JB reported that our new cleaner had 'de-cobwebbed' the hall, and given the floors (especially the edges) special attention. SL commented that the table tennis group had found the main hall floor slippery. JB was asked to contact the cleaner to confirm the procedure, as it was felt this was a weekend job – and perhaps not every week. We need a duplicate key for the soap dispensers/paper towel holders. JB will source a.s.a.p., as the only one we have belongs to preschool, and it is normally locked in their cupboard. At present, it is on the key ring in the kitchen. **ACTION JB**

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

SL and NH will inspect the tables for loose screws, renew the necessary paintwork during the next holidays, and attend to reported minor works. There is bubbling near the recently treated damp wall, which SL thought was possibly due to it having been painted with anon-permeable paint too early. **ACTION SL+NH**

SL could not see the reported leak in the radiator nearest the mezzanine, but will monitor it.

JB reported rubbish behind the rear of the hall which should be removed a.s.a.p.

Larger jobs will be attended to when required.

6. Reports from User Groups

Preschool report from KS. KS stated that she has had to resign from the preschool committee and is resigning from the VH committee tonight. Preschool hope to appoint another rep as VH Trustee, but if not, they will send a report or a representative to each meeting. If a Trustee rep is not found, the visiting rep will not have voting rights. Preschool hold their AGM in October each year.

KS was thanked for her contribution as preschool's representative.

WI – LD reported no problems. She will ask the WI to replace chairs where they are found.

TT – SL had no problems to report apart from the slippery floor (see item 5).

PC – no report received

PCC – IS had sent the following report:

1. Sunday bookings: The church has responded promptly (within 24 hours) to all recent requests to hire the Hall on Sundays in Feb & March and will continue to do so.

2. Garage Safari: Sunday 12th May: SJHA would like to book forecourt space for three tables as in 2018. We will bring tables from the church.

3. Christmas Fayre: SJHA wish to book the Hall on Sunday 1st December for the annual Christmas Fayre from 12-6pm

- In response to the 2nd point, JB confirmed the PCC had paid £10 for the use of the forecourt last year. It was noted that if the hall is opened for the garage safari, any hirer MUST take full responsibility for the hire of the hall. SL commented that we could offer a preferential rate if necessary.
- In response to the 3rd point, it was suggested that the Trustees hold a community event at another time of the year other than Christmas – maybe a summer fair - to avoid clashes in the village calendar.

7. Treasurer's report including annual report

Our bank balance to date is £30,091.75. SL queried two payments from preschool – both KS and JB said this was correct (one was late and the other early!). JB will send SL any missing bank credit information. SL suggested we hold a dedicated meeting to review all our on-line accounts, bookings and Google drive access.

Annual report – the excess of income over expenditure for 2018 was £6476.35, and our closing balance was £27,692.70. SL commented that the flat roof needs preventative maintenance, and the external rendering needs attention. £10,000 of our balance is reserved for emergencies. We intend to install a stair lift (~£5000), and redesign the rear of the hall (kitchen and toilets) as well as treat the whole area for damp (~£15,000). This work will be scheduled following preschool's departure. He estimated that we will need to generate £50 to £70 weekly to keep our income stable once preschool leave. The annual accounts were proposed by SL, seconded by JB and agreed by all. They will be presented at the AGM.

8. Communication, comments and bookings

JB reported that she is receiving bookings via the hall's Facebook page as well as the usual channels. She felt that another Trustee as well as she should be a registered admin for the page.

JB had noticed a Facebook post with reference to a weekend party recently. She had seen it as soon as it had been posted, had contacted the hirer who had responded immediately, and replied to the complainants. The hall had been left very clean, and there were no further complaints or problems at the end of the period of hire. Our policy as regards private parties remains the same – each booking is vetted individually, and in the case of teenage parties, adult supervision is mandatory. The Trustees felt JB had done as much as possible.

9. Fire, Health and Safety Risk Assessments

IS had sent this report:-

1. First Aid: kits inspected; no accidents logged
2. Emergency lights / alarms / defibrillator pads all checked & working satisfactorily.
3. Chairs: store room resorted; three stacks of reduced height total 56 chairs; mezzanine now has 20 chairs in two stacks and Lower Hall 24 chairs in two stacks = 100. This arrangement should pose less risk users. The inventory needs amending upwards from 90 to 100 chairs.

I have informed the pre-school of the increased number of chairs on the mezzanine floor; the increased number of chairs has not used up much space. I am told the WI use 45 chairs (approx.) for their meetings so setting up from the store should not be a major problem. The light weight ladder has been positioned to ease access the tallest stack in the store; lifting chairs at that height is not easy, hence the notices advising 'extreme caution' when stacking and re-stacking.

4. Risk assessments: both the general and Fire Safety assessments have been revised to add a short paragraph on the rear emergency exit and updated with 2019 dates for inspections (gas safety, PAT, fire)
5. Gas safety was completed today (18th Feb) by RG Williams: mainly a boiler service and a check on radiators. Mike reminded me that the radiator near the Mezzanine stairs has a slight leak; he thinks it is a simple repair job (screwdriver)

6. Keys:

6.1 Soap dispenser key: Pauline Bailey, the new cleaner, could not find the key to the soap dispensers, of which we have four in the respective toilets, on the key ring in the kitchen. I scrambled Mike who found it the Pre-school key box in their cupboard.

I have informed Pauline and pre-school that the dispenser key should be left on the bunch of keys in the kitchen.

6.2 Lower Hall: this was locked after a recent booking but is now open. The Lower Hall key is on the large key bunch in the cleaning store. The lower Hall door should be left closed but open; I am not sure why a hirer felt the need to access the Cleaning cupboard and close it.

IDS 18/2/2019

Thanks were expressed to IS for his report.

JB will update the risk assessments on our website.

ACTION JB

10. Revision of all hall policies

This item will be discussed at a future meeting.

11. AGM – confirmation of reps and advertising

JB confirmed that both she and NH were willing to be re-elected as community representatives.

AT did not wish to be re-elected as a community representative.

SL was confirmed as representative for the table tennis group.
IS was confirmed as representative for the PCC (until their AGM in March)
LD was confirmed as representative for the WI (until their next AGM).
MD was confirmed as representative for the PC (until their AGM in May).
KS is retiring as representative for Preschool (see item 6).

JB will supply copies of the AGM agenda, the attendee list.
SL will supply copies of the accounts.
JB will provide supplies for refreshments.
JB will distribute posters and do the necessary advertising via Rural RoundUp and the EKM etc.
No replies have been received regarding nominations for new community representatives.

12. Any Other Business

DDC lottery – LS, JB and NH had attended the presentation. The trustees had decided not to apply.
KS commented that preschool had applied and were advertising the lottery.
Dover Sports centre surplus items – we felt we do not require any of the excess furniture from the sports centre.
Table loan 23/2 – Kingsdown Rocks have asked to borrow 6 tables for their jumble sale (held at the school), and will collect them on 22nd.
Chair loan 9/3 – for a private event in the village. £1 deposit per chair, plus a donation agreed.
ACRE VH convention 13th April – no-one is available to attend this year.
Charity Commission – SL stated that our income is below the level requiring professional auditing of our annual accounts.
Garage Safari 12/5 - see item 6.
Bookings on line – JB reported that bookings, invoicing and receipts etc take her approximately 10 hours per month. SL has investigated available software, but felt it is not sufficiently flexible for our use. We will investigate this further.

NH had contacted our insurance company re the fire escape, and had drafted an agreement with their assistance. He reported he had not heard back from Jason Oliver as yet.
NH had not heard from Cllr Zammitt re a quote for a stair lift. NH's report is in our records.

13. Date of Next Meeting – Mon 11th March immediately after AGM (to appoint officers and confirm date for next meeting)

There being no other business, the meeting closed at 8.39pm.