

## St John's Village Hall, Upper Street, Kingsdown

### Minutes of Committee Meeting Tuesday 23<sup>rd</sup> June 2009 at 7.30pm

Registered Charity Number 302777

#### Present

Mr. Malcolm Wells	Chairman
Mrs Jane Banks	Secretary
Ms Amanda Heppell	Booking Secretary
Mr. Stephen Chettleburgh	Pre-school group rep
Mr. Anthony Shepherd	Village rep
Mrs. Jacqueline Tysoe	Scouts Rep

#### 1. Apologies

Ms Amanda Sumner	Treasurer
Mrs Jo White	Previous Pre-school group rep
Mrs Doreen Clark	Parish Council rep
Ms Ros Beresford	Village rep
Mrs Jo Hazell	WI rep
Mr Harold Morgan	Whist Group rep

#### 2. Minutes of previous meeting

Malcolm Wells proposed and Amanda Heppell seconded that the minutes were a true record of the meeting on 11<sup>th</sup> May 2009.

#### 3. Matters Arising from the Minutes

There were no matters arising.

#### 4. Village Hall Website

Stephen gave us a presentation on how he saw the web site should be structured.

He stated that it would be essential to keep it **up to date**, and any web site should be no more than **3 clicks** to anywhere. The site should include our 'charter', showing clearly what we do and who we do it for. Also contact details, bookings (with possible on line payments as well as the manual system), links to other sites, a 'who's who' on the committee, village hall and village news and the services we can offer as an organization. To improve the speed of the site, it should have a minimum number of pictures, graphics and flashing lights, and more in the way of text. Stephen said he would be happy to design it, but not to own it. Once designed, it would not cost very much to run – just domain names etc.

He will send Amanda Heppell an e-mail for her to distribute to hall users asking them if they would like to be included on the site. (i.e. the external links – preschool, community warden etc).

He will design the site for perusal at our next meeting. Jane will forward contact details to him for inclusion. Once agreed and on-line, we would have to advertise its existence!

**ACTION JANE AND STEPHEN**

#### 5. Discussion of Village Vote on 13<sup>th</sup> June

The vote was 340 in favour of refurbishing the present hall and 129 in favour of a new building at the school site. Malcolm said he was very pleased that a clear majority was achieved, and he proposed that the committee go forward with the majority vote to refurbish the present hall. Amanda Heppell seconded the proposal, and it was agreed unanimously.

Jane asked if we could gather press cuttings of the recent events, and said she will contact the EKM unless anyone has kept any past issues, so we could include them in our 'black box' containing all village hall documents. (The box is in her possession at present). She would also need copies of the plans and posters displayed on 20/5 and 8/6. **ACTION ALL**

## 6. ANY OTHER BUSINESS

- a) Jane has the paper work regarding our membership of ACRE, and will pass on relevant details once she has read it all. **ACTION JANE**
- b) It was agreed we should site the new notice board preferably where the old one was, or on the low fence in front of the wall. This will be a temporary site until the hall has been refurbished. Jane will organize the siting. **ACTION JANE**
- c) **Jane** will check with Amanda Sumner about the fire inspection and emergency lights.
- d) Ros has pruned the bushes, and will continue to look after the forecourt. **ACTION ROS**
- e) Hall cleaning. Malcolm had managed to get a bargain on 'Henry Hoover'. We need to remove the cobwebs on the ceilings with a long handled broom. The present cleaning arrangements are running well. We will need to review them when the refurbishment has been completed.
- f) Legal advice. We will defer this until a future meeting.
- g) A hearing loop is included in the plans.
- h) Fund Raising and Sale of old furniture. Amanda said she had had no enquiries for the Clavinova piano or the garden table. Jacqui said she would ask James if they could buy the table or Amanda may put in an offer for it herself. She is 'on the case' as regards the 'Though the Ages Disco' planned for 11<sup>th</sup> July. Prizes for the best outfits. Please could everyone make efforts to sell the tickets, which are £5 each? **ACTION ALL**
- i) Jane said she will distribute the website address she had looked at as regards grants of up to £5000 for community groups, so that we could all study it. The address is [www.dover.gov.uk/neighbourhoodforums/funding.asp](http://www.dover.gov.uk/neighbourhoodforums/funding.asp). We will discuss our action at our next meeting, as the closing date for applications is 30<sup>th</sup> September 2009.
- j) Quotes for building maintenance. We have the one quote from JJ O'Neill for £1500 to remove the vegetation from the roof at the rear of the hall, and to replace guttering and down pipes where necessary. Anthony said he thought we should get volunteers to do this, but other committee members felt we needed a professional for the job – volunteers would certainly be required in the near future during our refurbishment programme. Jane will contact Gary Runciman-Jones (a villager) on 07870 279215, and one other firm to obtain a total of 3 quotes, and would send them to the Parish Council with a covering letter asking if they would help us with this essential work as the Village Hall had been neglected for years due to the possibility of a new building. **ACTION JANE**
- k) Amanda reported that the wish lists for users had been covered in previous meetings and in the Opinion Survey. However, we have today been informed by the Preschool group, that owing to the restraints put on them by OFSTED, their governing body, they need at least 2 toilets in the main hall to ensure the child to adult ratio is maintained. A discussion followed, the main points of which were
  - o The plans drawn up by the Lee-Evans partnership were excellent given our brief to them.
  - o We now need to 'go back to the drawing board' with all users' input
  - o Use of the hall by more than one group at a time was probably not practical, and we perhaps could dispense with the movable acoustic walls, and also use the existing kitchen space as storage and serving space, instead of a 'corridor'.
  - o We could put another toilet next to the planned disabled one in the main hall, have 4 instead of 5 toilets downstairs, and increase the size of the small meeting room downstairs to include a 'mini kitchen' or at least a sink, and coffee making facilities etc. Malcolm commented that as a Community Warden's Office, this was all that was required along with space for a filing cabinet.
  - o This should reduce the overall cost of the project.

- o Parking and adjacent land owned by Jason Oliver. Anthony had been in contact with Jason, who could be suggesting a purchase price or land agreement in the near future.
- l) It was felt premature to send a letter to all user groups asking about cupboard space. When we have their wish lists, we could then say how much space would be available. The wood under the stage was mentioned. Jacqui said she would ask the Venture Scouts if other storage (already promised) had been agreed, and ask them to remove it ASAP.

**ACTION JAQUI**

- m) We will need professional help with our refurbishment project. Stephen suggested setting up a 'Task Team' to establish the scope of the work required and the roles of individuals in the team, which would include a project manager. This team would not be the committee, which was responsible for the day to day running of Village Hall affairs. He will send us all a spreadsheet he uses regularly at work for such things, which will include a 'statement of work' defining what we want to do rather than how we are going to do it, with priorities and 'nice to have' items. We will then have a business case which will be subject to formal review and appraisal by all interested parties. After this, there will be no alterations, and we will be ready to submit the plans to the relevant authorities. He would be willing to manage this, subject to agreement by the whole committee, up to the end of the planning process. Those present were in full agreement with Stephen doing this. We would then need to manage the development stage through to the final outcome. He described a triangle of Time, Resources and Cost, within which we had Customer Satisfaction and Quality. Stephen said he would expect to have this initial document ready for our next meeting, and the 'team' would then have to meet regularly to move it forward.

**ACTION STEPHEN**

- o Anthony suggested he would contact Matthew Smith, a builder in Deal, and ask for his views – free of charge – on the logistics and possibilities of our rough plans.

**ACTION ANTHONY**

- n) Jacqui had contacts at the Church, and would do her best to find a representative from the church to join the committee.
- o) Jane said that she had been away since the 20<sup>th</sup> May, and on reading the papers and talking to local people, she was concerned that there seemed to be no distinction between Village Hall and Parish Council involvement in recent meetings and voting.

**ACTION JAQUI**

## **7. Communication**

Malcolm reported that he had had a telephone call from someone at KCC, in response to an e-mail from one committee member. He was very concerned that we should be acting as one body rather than as individuals, and that we are all in agreement in important and potentially important decisions.

**In future, all communications should be first agreed by the committee, and ideally should go through Jane, our Secretary.**

**Date of Next Meeting – Lower Hall - Wednesday 22<sup>nd</sup> July at 7.30pm**

**There being no other business, the meeting was closed at 9.40pm.**