

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

**Ordinary Meeting of Trustees on Wednesday 25<sup>th</sup> September 2019**

**1. Record of members present**

Mr Nick Hansom (Chair)	Village Representative (NH)
Mrs Jane Banks (Secretary)	Village Representative (JB)
Mr Ian Stephen (H+S)	Parochial Church Council Representative (IS)

**2. Apologies – LD, DP and SL**

**3. Minutes of previous meeting on 28<sup>th</sup> August 2019**

JB proposed the minutes as a true record, seconded by IS and agreed. NH signed the minutes

**4. Matters Arising**

Outside tap - SL to change to push button type.

**ACTION SL**

SL will write instructions for use of the new projector and screen.

**ACTION SL**

JB has amended the booking form, adding information about showing films and charging admission.

**5. Treasurer's Report**

Our bank balance is £34,789.25

SL has paid Just-signs, who gave us a generous discount on the quoted price.

SL submitted this report prior to the meeting:-

Toolkit:

We need to get a toolkit to keep at the hall, I've found one at screwfix for £39.95 see link below:

<https://www.screwfix.com/p/magnusson-tool-kit-40-piece-set/943gg>

**Agreed to purchase**

**ACTION SL**

Toilet rolls

I bought a pack of 18 rolls on the 28 August and they have ALL been used! I have replaced with a pack of 9. I have checked receipts from Mike Glavin who used to spend £9 a month on these items. We are now getting through more than double the amount. I don't know what has changed but something does not seem right, any ideas? Should we look into the large dispensers so that they are not so accessible. Maybe they are being used for cleaning?

Anyone should feel free to pick up large bags when out shopping as I seem to be the only one supplying these.

**JB bought 9 on 23/9, and will ask our cleaner to record the number we have in store each weekend so that we can keep a reasonable supply in the cupboard.**

**ACTION JB**

Painting/repairs

I have asked several local maintenance people to take a look at the exterior walls of the hall, as the paint is peeling and it could then affect the render. One did not respond, and the other said the upper floor required boards to walk on and didn't want to quote. Jane has spoken to Sue Slade's son who will undertake the repairs for £750.00.

**JB reported that Mark's invoice will be put in our post box. It was noted that the painting of the window on the Old School House wall will be added to his quote of £750.**

**JB has asked Mark to quote for the rest of the exterior painting.**

**JB has received a quote from Purrfect Property Maintenance for £4207.50 (see records).**

**We will compare both quotes when we receive Mark's.**

Key Lock

Nick and I fitted the new secure lock a couple of weeks ago. The code is still the same as the old one 830A. It seems a very robust lock and will conform to the insurance requirements. Jane has offered to buy the old one, I would suggest £5.00? just so we have it on record.

**NH has the guarantee for the key safe, and our insurers have added the projector and screen – value £800 – to our policy for no additional premium. NH will ask them to send us another insurance certificate to put on our notice board.**

**ACTION NH**

**JB has updated our inventory.**

#### Treasurer Role

I would like to look into how this can be transitioned, and if anyone is willing to take on the role. It is not an onerous task in itself, but I also look after the IT and equipment, and help with maintenance etc, so all together these tasks are taking a fair bit of time. I know others put in a large amount of time, but we still need to plan for an automated booking system, and then start getting ideas for the hall refurbishment, and adding more facilities which will take too much time if I am to be involved. Online banking has made the treasurer role easier, and I have a calendar of payment events so that we don't get caught out, and know when we need to make yearly/regular payments.

**JB approached Sue Slade (SS) of Old School House. SS is willing to be co-opted as a trustee with a view to taking on the role of Treasurer. JB will ask SS to sign the Trustee declaration and will invite SS to our next meeting.**

**ACTION JB**

#### New email servers:

Recently our IT provider moved the servers for our email system. Although it is now up and running we seem to have a large amount of spam mails. I will try and look into the system to see if there is a spam guard or some way of rejecting certain email accounts. I will need to access the server to do this and it may take some time. JB has sent SL the missing bank data.

#### **6. Maintenance Issues**

The new key safe has been installed and is in operation (see item 5). Our insurers have been informed. Our inventory has been updated.

SL has mended some of our tables, but more work is needed on them.

**ACTION SL**

Preschool have noted the kitchen floor needs to be stuck down near the door (in our pink book). NH will investigate.

**ACTION NH**

#### **7. Reports from user groups**

WI – no reported problems.

PC – no reported problems.

Table Tennis – no reported problems.

PCC – IS no reported problems

#### **8. Communications, comments and bookings**

SL had confirmed that the missing minutes from 1999 to 2007 are on our Google drive.

JB said we have had an enquiry about regular booking of the lower hall from 2020. She had contacted preschool, who replied positively with a few concerns about buggy parking and acoustics, but nothing insurmountable. JB had met the potential hirer, who had since suggested she would prefer the main hall, and will contact us again once preschool have moved to the school.

Maintenance of garden borders – DL had sent us an email on 12<sup>th</sup> September, as she was concerned about the plants in the borders in the forecourt being trampled on. JB will respond to DL suggesting that she just trims the shrubs and weeds the borders as and when necessary, and not to worry about putting in any new plants. The area in front of the picket fence looks lovely under her care.

**ACTION JB**

**Halloween** – preschool had asked if they can use the hall between 4.30pm and 9pm on Thursday 31<sup>st</sup> October. Although table tennis group were willing to let preschool have their booking, it is understood that preschool have since booked the school hall.

#### **9. Fire Escape Update**

NH has not received any further correspondence from Jason Oliver's solicitor (JO), Williamson and Barnes, but he had a long letter from DDC (Mr Wallace) which he read to the meeting. DDC say they cannot legally enforce the issue, and it seems to fall back to any agreement which may be reached by us and the Olivers. NH will write to the solicitors again and ask for a response.

**ACTION NH**

JB had collected the signs for the fire escape from Just-signs and delivered them to SL for display. (See item 5).

#### **10. Fire, Health and Safety**

IS had checked the first aid boxes, which have not been used recently. The chair store is OK. Annual checks are due before the end of the year which must be organised.

**11. Heritage Exhibition**

The use of the projector, our collection of village photos and the film were very successful.

Unfortunately the church quilters did not attend the event, but gave a £10 donation.

The event was attended by only about 30 people, but they enjoyed it.

JB had distributed a spreadsheet with final information and figures, given feedback to the organizers, and she had banked the profit.

Thanks to LD and Lisa Souter for doing the refreshments all day.

Next year the event will take place on the weekends of 12/13 and 19/20 September, and we will decide nearer the date if we wish to participate.

**12. Any Other Business**

Up to date copies of our insurance and music licence are needed on the notice board.

**ACTION SL/NH**

ACRE VH week in January – nothing further received.

**13. Date of Next Meeting –Wednesday 23<sup>rd</sup> October 2019 at 7.30pm in the lower hall**

**There being no other business, the meeting closed at 8.20pm.**