

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

Ordinary Meeting of Trustees on Wednesday 28th August 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)
Mr Ian Stephen (H+S)	Parochial Church Council Representative (IS)
Duane Poppe	Parish Council representative (DP)

2. Apologies – none as all Trustees present

3. Minutes of previous meeting on 24th July 2019

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

4. Matters Arising

NH has registered DP as a Trustee with the Charity Commission.

NH had received a positive reply from Sarah Lang (preschool chair) to letters regarding their move to the school, the rise in hourly rates, and six months notice being required for the move to the school (see records).

SL reported that the projector and screen have been installed with HDMI cabling, and tested.

The picture is very good, and the screen is designed to be operated remotely, with a manual switch high on the wall (for emergencies). He will write instructions for use. **ACTION SL**

The DVD in the cupboard also has a USB input. We may have to buy new speakers (although both JB and DP have some HiFi ones we could experiment with) to improve the audio system, which is ideal for audio presentations. We will need a day to test different speakers, and an hour to demonstrate the use of the system. SL will demonstrate how to work the system on Friday 13th from 4pm, when setting up for the Heritage Day (see item 11).

5. Treasurer's Report

Our bank balance is £34,966.51.

JB will send SL any missing bank data (including a £50 donation from Kingsdown Rocks).

The wages for cleaning have yet to be deducted.

JB stated none of the hall's hirer's had objected to the increased charges.

SL will contact Andy Bridges again regarding treating and painting the external walls. **ACTION SL**

Key safe – our insurers have confirmed that they will approve a key safe provided that:-

- Keys are stored in a LPS1175 approved key safe which is installed in accordance with the manufacturers instructions
- Alarm codes or other non-physical security are not stored in the key safe
- Details of all premises using an external key safe are provided to us

SL had found one for £59.99 -

<https://www.amazon.co.uk/Certified-Keyguard-Police-Preferred-Specification/dp/B079P6GVH8>

He was asked to order and fit one, and once it has been installed, NH will contact our insurers to update our policy. We will update our inventory to include details of the projector and screen etc. **ACTION SL**

6. Maintenance Issues

No reports of maintenance jobs have been put in our pink book.

7. Reports from user groups

WI – LD said the group had not met in August.

PC – DP reported no problems.

Table Tennis – SL reported no problems.

PCC – IS reported no problems, and said that the church had been awarded a silver certificate by the Kent Wildlife Gardens.

8. Communications, comments and bookings

The pilates instructor has booked another course of 6 sessions.

We have had a request for a children's party on Sunday 6th October (OK'd by Liz Bembridge).
JB had transcribed the missing minutes from 1999 to 2007, and had them printed. JB to send data to SL to include on our Google drive. **ACTION JB+SL**
JB is meeting Pat Kiff to return her key deposit money at the end of her last summer booking on Friday 30th. Pat has kindly donated a flip chart to the hall.
JB has arranged for the loan of the tables for the village show at the school on 1st September. SL offered to check the tables re maintenance. **ACTION SL**
We may have a regular yoga booking.

9. Fire Escape – response and sign quotes

NH had a letter from Jason Oliver's solicitor (JO), Williamson and Barnes (see records).
They intend to draft a document for the hall to lease the land the fire escape is built on.
DDC (Mr Wallace) have said they will get back to us.
NH will circulate our reply to Jason Oliver's solicitor and post it, once it is agreed by all. **ACTION NH**

JB had obtained two quotes for signs for the fire escape:-
£22 each + VAT for 2 x A4 from Sign from Above
£20 each for 2 x A5 aluminium ones from Just -Signs.
We agreed to purchase the ones from Just-signs. JB to order. **ACTION JB**

10. Fire, Health and Safety

IS had checked the first aid boxes, which have not been used recently.

11. Heritage Planning Exhibition

JB had organized a couple of stalls at the event on Saturday 14th September – lucky dip and the church quilters.
JB has distributed posters to the businesses in the village. DP offered to distribute more posters. **ACTION DP**
JB has asked to borrow the display boards from the school. SL will confirm and collect them on Friday 13th.
SL will set up the projector to show our collection of village photos. **ACTION SL**
LD offered to purchase refreshments.
IS/SL will collect the display boards from the school.
JB will distribute a spreadsheet detailing arrangements made so far. **ACTION JB**
Those available will meet at 4pm on Friday 13th to set up the exhibition.
IS will contact Jenny Wall re her research on the Curling family. **ACTION IS**

12. Any Other Business

JB asked what we would charge for a charity quiz on 15th Nov to raise funds for research into deafness relating to those suffering from Norrie Disease. £6 per hour was agreed. JB thanked the Trustees.
SL said our energy company provider was British Gas, at least until April 2020. There was no need to change.
An up to date copy of our insurance was needed on the notice board. **ACTION SL**

13. Date of Next Meeting – (the demonstration of the new projector – Friday 13th Sept at 4pm) and the next full meeting Wednesday 25th September 2019 at 7.30pm in the lower hall

There being no other business, the meeting closed at 8.40pm.