

Ordinary Meeting of Trustees on Wednesday 14th November 2018 in the Lower Hall

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 Anna-Marie Taylor	Village Representative (AT)
Mrs Mariya Deschamps	Parish Council Representative (MD)
Mr Mike Glavin	Non-Trustee Maintenance Officer (MG)

2. Welcome to the PC rep and Signing of Charity Commission forms

MD was welcomed as the Parish Council Representative, appointed by the PC on 8/10/2018.
Mr Phil Zammitt (PZ) was also welcomed to the meeting as a Parish Councillor.
All Trustees present signed the Charity Commission form, which NH will keep for our records.

3. Apologies

Mrs Kate Stephen Preschool Representative (KS)

4. Minutes of previous meeting on 10th October 2018

SL stated our bank account balance should read £26,160.74. NH initialled the hard copy and signed the minutes which were proposed as a true record by IS, seconded by LD.

5. Matters Arising - none

6. Maintenance Officer's report

MG informed the meeting that identified jobs from last month had been completed.
He had also repaired a faulty lock in the ladies toilets.

MG had researched replacement nosings for the main stairs and gave his report to SL. The cost of 11 strips of aluminum nosings with pre-drilled holes ranges from £462 to £862 including VAT. MG will supply the labour for not more than £250 (each strip should be stuck in place and secured with screws) and suggested he could complete the job over the Christmas break. SL proposed that we spend up to the maximum amount quoted.

MG reported that cigarette ends had been found outside the fire escape and the main doors following a private party at the weekend. More 'No smoking' signs will be posted and Hall hirers attention will be drawn to items 6&7 in the Summary of Hire Conditions concerning smoking. **ACTION IS**

MG reported that the new fire exit is proving a leaf trap. He was asked to include keeping the fire exit clear and removing the garden rubbish in his remit.

Groombridge has replaced the main hall light. He will be asked to do the PAT testing due in December (see item 10).

MG left at 7.50pm.

7. Reports from User Groups including Preschool future plans

Preschool NH had asked KS about the academisation of local schools, and the effect this may have on preschool's proposed new premises to be built at the primary school. Mrs. J. Hygate is the present school head and is very likely to be the head of the MAT. She is also on the preschool committee. KS had said she will report back to the Trustees following the preschool's AGM on 19th November.

WI – LD reported no problems at their recent meeting.

PCC – IS said the church's Christmas Fayre is on 25th November.

TT – SL suggested we need a new rear door alarm system.

PC – MD and PZ said the PC was considering holding a few meetings at Ringwould village hall next year, but meetings will remain as the second Monday of the month.

The PC had asked to use our notice board to post their agendas until their new one was in place. Agreed.

8. Treasurer's report

Our bank balance is £28,480.

SL was asked to continue to circulate MG's invoice for cleaning and maintenance.

SL had been contacted by the BBC regarding TV licensing. We do not have a TV on site.

Performing Rights payment (PPL and PRS) is due this month.

ACTION SL

SL has paid Groombridge for the replacement light (see item 6) £43.

He will purchase a stand and case for our projector (agreed in October) before the end of the year.
He offered to give the Trustees a training session on our 'Google drive' next month.
SL was pleased to keep £10,000 for emergencies, but suggested we allocate £12,000 for the proposed kitchen and damp proofing project.
Grants (e.g. the KCC members' grant) were available for projects such as access and the improving of disabled facilities.
We have lost most of our teaspoons! JB was asked to purchase 96 for £10 (eBay). **ACTION JB**

9. Communication, comments and bookings including dance classes

Our present dance teacher had expressed her concern that the proposed new musical theatre group was her competitor. JB had replied to her, and we had heard nothing further. IS commented that Heather taught an impressive portfolio, and was held in high regard by pupils and parents alike. JB said that if the new teacher did not get sufficient interest in his classes, he is unlikely to book for the New Year anyway.

10. Fire, Health and Safety Risk Assessments

IS reported that we have no recorded accidents, but he checks the first aid kits and replaces any plasters used.
IS will arrange a date for the PAT testing with Groombridge, and the fire extinguisher check with KCC.

Fire drills

- Preschool's fire drill was held on Tuesday 13th November. Three adults and 12 children (2-3 years old) used the rear fire escape and mustered by the picket fence in 3 minutes. MG had removed the leaves earlier in the morning. AT commented that 26 could be the maximum number of children at any session. Preschool took a phone with them to call the emergency services.
- The WI held a fire drill on 9th October. Both exits were used and everyone had left the premises in 3 minutes.

Both groups were satisfied the experience was worthwhile.

IS said that the muster station will be along the wall and the picket fence (and not on the other side of it). He will emphasise the fire drill procedures to regular hirers. **ACTION IS**

It was queried if other groups need to have a fire drill. SL would talk to the table tennis group, and MD would suggest that the PC point out the fire exits at the start of their meetings. **ACTION MD**

The Risk Assessments will be updated. **ACTION IS**

Access statement and future plans

JB had posted our 2018 access statement on our website. Although the statement has been updated each year (it was originally written in 2012) it will need to be updated and reviewed as regards the possibility of installing a chair lift now that we have a permanent rear exit. IS offered to contact the fire service again, and PZ offered his expertise regarding stair lifts. We will tackle access from Upper Street in due course. **ACTION IS**

We had received a comment on our facebook page about our rear fire exit by a guest at a recent private party. NH had written to the person concerned (correspondence in records) explaining our efforts regarding access, and she had offered her help.

11. Any Other Business

JB had no more news from Kingsdown Holiday Camp about the trees overhanging the hall.

AT suggested that we do an annual survey or questionnaire in order to help us prioritize future projects. She will bring her suggestions to the next meeting. **ACTION AT**

ACRE AGM 13th Nov - (JB) had attended this meeting and had circulated her report. She stated that this time there wasn't anything to recommend as far as the village hall was concerned, but her report included initiatives for community inclusion, which she had passed on to the PC clerk.

It was agreed that she should be paid her travel expenses.

Trustee Christmas Fair 9th Dec - (JB) reported that she has received the TEN for the event, collected money for 7 stalls, and arranged for help in the kitchen. (LD) had offered to buy the fresh ingredients and Alan Smith, the former PCC rep had agreed to run the raffle. An advert had been sent to the Rural RoundUp, posters printed, and the EKM informed. LD offered to collect from JB some of the refreshments.

The Government has signalled an increase in the minimum wage from April 2019, which will affect MG and DL.

NH reported on his discussion with Jason Oliver regarding the transfer of ownership of the fire escape land to the hall. He is waiting to hear back from Jason and his solicitor from Williamson and Barnes.

12. Date of Next Meeting – 12th December 2018 at 7.30pm at 'Plen', Glen Road.

There being no other business, the meeting closed at 9.08pm.