

BENENDEN VILLAGE TRUST

Minutes of the Meeting held on Monday 2nd September 2019, 7pm, Iden Green Pavilion

Present : Kent Barker, Tom Dawlings, David Harmsworth (Chairman), Barrie Jones, Sally- Ann Marks, Jonathan Strong, Richard Stubbings. Caroline Levett (Clerk).

1. Apologies

No apologies were received.

2. Minutes of the Meeting held on 1st July 2019

The minutes were agreed as a correct record of the meeting and were signed by the Chair.

DAH raised the issue of decision making, delegation and email protocol. A draft Decision Making and Delegation Policy had been circulated and was unanimously agreed and adopted.

It was agreed that Delegated Trustees would work on their areas of responsibility, with communication between themselves and copied to the Chair and Clerk, and then report back to all Trustees.

Designation was unanimously agreed as follows :

- Policies and procedures - BJ/SAM
- Membership, public relations, promotion and website - KB/DH
- Health, safety and security -JVS/TD
- Playgrounds - TD/SAM
- Property maintenance, improvements, leases and tenancies - JVS/BJ/KB/RS
- Property strategy – JVS/KB/RS
- HR – TD/Clerk
- Finance and investment - JVS/BJ/TD

3. Village Hall

The income and expenditure for the current year had been circulated. It was noted that expenditure has been high due to a number of one off costs, such as new doors, sound loop, microphones, and that the drop in August income is predictable. SAM requested a comparison to previous years. This is normally provided.

JVS to circulate the new hall hire charges for agreement by Trustees. LJ is implementing the new charges for new hirers. Specific rates will not be advertised. KB repeated the intention that within 5 years it is hoped that the Hall will be self-sustaining and that LJ will have control and manage all aspects.

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A review of rent paid for storage to be carried out by the Hall Manager.

TD had spoken to those parked in the Hall car park in a camper van, and they had left by the following morning.

KB had met with Benenden Players to discuss and resolve storage issues. Various options were discussed and it was unanimously agreed that the Hall would meet the cost, £220, of installing a new door.

4. Children's Play Areas

Benenden Recreation Ground

- The new playground is being very well used. It was noted that this may impact on parking at the Village Hall.
- DAH advised that as part of the guarantee weekly checks need to be carried out. **SAM** to do this and TD to cover her absence.
- **TD** to arrange for the old playground area to be flattened and the bench moved, and to organise work on the trees in the new playground area.
- Benenden residents to be encouraged to donate benches/picnic tables. **KB/DAH** to include in a newsletter.

Iden Green

- The RoSPA Play Safety Inspection Report had been received and considered by SAM and TD, and a report by SAM had been circulated.
- **CL** to contact Chris Thomas to arrange fixing the gate latch as the gate does not close and requires urgent action.
- SAM is meeting with Athena Cripps and members of the existing Play Benenden Committee to discuss and hand over to a new committee. **TD/DAH/SAM** to meet to discuss how to progress the playground improvement/refurbishment.

5. St George's

- SAM had visited the premises and raised a number of concerns. JVS explained that he and KB had met with the Estates Director from Benenden School last year and work had already been carried out to address a number of issues.
- It is agreed that the building is decrepit. Any alterations must take account of the fact it is a Grade II listed building, in a conservation area. There was discussion of the ways in which the Permanent Endowment might limit options for any change of use. **KB/JVS/RS** to continue looking at options, with **BJ** to advise on legal issues.
- **BJ/KB** to discuss the current lease.
- Trustees continue to support the needs of the Pre-School.

6. Property Strategy

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- Surveys of St George's and the Village Hall have been completed and a number of options are available, with the possibility of new buildings and adaptations to existing, and consideration of various groups sharing facilities.
- BJ reminded that the Trust is a Charity with a function to provide general, and not specific, facilities and this should be borne in mind.
- **KB/JVS/RS** to continue looking at options.

7. Allotment Field

- JVS met with Chris Thomas and he will be providing a quote to repair fencing and cut hedges.
- **JVS** to obtain quote for removing the hop wire and levelling the ground.
- JVS will then speak to Kelletts regarding their use of the allotment field.

8. Grounds Maintenance

- **TD** to arrange to have the brambles at Iden Green cut back and for the hedge between the Pavilion car park and Tennis Club car park to be cut back.
- The collapsible posts have now been installed at the recreation grounds.
- **CL** to provide the Property Maintenance group with details of the current grounds maintenance contract.

9. Finance

- Monthly transaction report circulated.
- **DAH** to follow up issues of bank signatories.
- **JVS/CL** continuing to work on a property by property breakdown.

10. Staffing

- CL advised that employees have been enrolled in the NEST pension scheme and that payroll has been notified.
- TD/DAH have carried out the annual review with CL.
- **KB/JVS** to carry out annual review with LJ. **LJ** to carry out review with KS. **KS** to carry out review with JG.
- **CL** to provide a blank review form for use.

11. AOB

Meeting dates : 28th October 2019, 25th November 2019, 27th January 2020

CL to email reminder week before meetings for Trustees to send reports. A full set of meeting papers to be sent out 2 days before meetings.

Meeting closed 8.45pm

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