

# BENENDEN VILLAGE TRUST

## Minutes of the Remote Meeting Monday 12<sup>th</sup> October 2020, 7pm

Present : Kent Barker, Athena Cripps, Olivia Collier, Tom Dawlings, Martin Dickson, Sally Ann Marks, Jonathan Strong, Richard Stubbings. Caroline Levett (Trust Manager).

Item		Action
1. APOLOGIES	Apologies were received from Holly Clayson.	
2. ELECTION OF CHAIR	Kent Barker proposed Jonathan Strong as Chairman of Benenden Village Trust, this was seconded by Sally Ann Marks and unanimously agreed.	
3. ELECTION OF VICE CHAIR	Jonathan Strong proposed Kent Barker as Vice Chairman of Benenden Village Trust, this was seconded by Martin Dickson with majority agreement.	
4. MINUTES OF PREVIOUS MEETING	<p>The minutes of the meeting held on 8<sup>th</sup> September 2020 were agreed as a correct record.</p> <p>Matters arising not covered elsewhere on the agenda:</p> <ul style="list-style-type: none"> <li>• <b>Village Hall Grant</b> : TD is happy that the £10,000 grant from TWBC has covered the substantial loss of income over the past few months.</li> <li>• <b>Primary School Access and Parking</b> : TD advised that no meeting has yet taken place with the School's Governing Body. A meeting is scheduled to take place to discuss the footpath with representatives from the School, KCC, the Church and the Parish Council.</li> <li>• <b>Electric Vehicle Charging Points</b> : CL had registered interest and will make an application.</li> </ul>	CL
5. ROLES & RESPONSIBILITIES	<p>The working groups previously suggested were agreed. JS suggested that each group has a lead spokesperson/co-ordinator to aid better communication and decision-making. This was agreed as follows:</p> <ul style="list-style-type: none"> <li>❖ Policies and Processes : Lead – RS. Other members – AC, SAM</li> <li>❖ Membership, Public Relations and Website : Lead – MD. Other members – KB, OC, JS</li> <li>❖ Health, Safety and Security, Playgrounds and Risk Management : Lead – AC. Other members -MD, TD</li> <li>❖ Property (including the environment) - Management, Maintenance and Development : Lead – KB. Other members – OC, RS</li> <li>❖ HR : Lead – TD. Other members – AC, SAM</li> <li>❖ Finance, Governance and Compliance : Lead – JS. Other members – MD, SAM</li> <li>❖ PC and TWBC Liaison : Lead – TD. Other members – KB</li> </ul> <p>JS to set out how the HSSPRM Group and the Property Group interrelate.</p> <p><u>Property Group</u> met 10<sup>th</sup> October at Watermill House. Present : KB, RS, OC. KB agreed to be lead co-ordinator. The group will meet monthly. BVT Manager will be invited to attend. BVH manager to be asked for monthly report on usage and finances and, when possible, to attend also. Property Group next meeting Friday 6<sup>th</sup> November.</p>	JS
6. FINANCE	<p>Account balances :</p> <ul style="list-style-type: none"> <li>➤ At 11//10/20 BVT Current Account £1,141.45</li> <li>➤ At 11/10/20 BVT Savings Account £32,607.42</li> <li>➤ At 30/09/20 BVH £10,664.25</li> <li>➤ At 30/06/20 COIF Charities Investment Fund value £718,840</li> </ul>	

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	<p>CL to arrange a meeting of the Finance Group to consider the Trust's financial position and try to assess the likely outturn by year-end, and to consider the option of taking some income from the COIF Fund.</p> <p>Report from Property Group :</p> <ul style="list-style-type: none"> <li>• The Group will have monthly oversight of Village Hall finances.</li> <li>• Need to consider annual financial forecasts and budget for rest of group activities and assess a monthly maintenance budget.</li> <li>• The property group is conscious that while it is the sole contributor to BVT income (apart from interest on COIFF investment) its activities entail the largest areas of expenditures. It will need to justify the need for investment on the basis that it will, eventually, provide additional income for the trust.</li> </ul>	CL
7. VILLAGE HALL	<p>The Hall Manager's full report had been circulated, and the Property Group had discussed the Hall at its meeting.</p> <ul style="list-style-type: none"> <li>• <u>Security</u> Resolving security issues to be a priority following the break-in and the number of keys in circulation. Consideration to be given to Hall access and increased CCTV.</li> <li>• <u>Sustainable Heating</u> Heat pump and solar – The Property Group has decided not to recommend the ISO proposed scheme on the basis that its potential savings do not justify the capital expenditure. RS to look into cost and feasibility of a more limited solar panel installation and the eventual replacement of the current boiler with a hydrogen ready model.</li> <li>• <u>Heating System</u> Hirers have asked if the heating system uses recirculated air, as a Covid concern. KB to look into.</li> <li>• <u>Car Park</u> The issue of flooding in the disabled parking space and the drain has been raised again. A user also reported pothole damage to their car. Property Group to consider.</li> </ul>	<p>HC/ PROPERTY GROUP</p> <p>RS</p> <p>KB</p> <p>PROPERTY GROUP</p>
8. CHILDREN'S PLAY AREAS	<p>Trustees agreed to the removal of all equipment from Iden Green Playground. One quote to carry this out has been received and another quote has been sought.</p> <p>The New Iden Green Playground Committee has received 2 quotes for the Playground refurbishment. The Committee is meeting and will be looking to reduce these initial costs.</p> <p>CL confirmed that Karen Saunders carries out weekly inspections of Benenden Playground and any required action is followed up.</p> <p>SAM offered to carry out inspections of Iden Green Playground.</p>	SAM
9. ST GEORGE'S	<p>Property Group Report :</p> <ul style="list-style-type: none"> <li>• <u>Fire Risk Assessment</u> Details of items outstanding from the Fire Risk Assessment were circulated, and these are in hand. One quote for a new fire alarm system had been received at a cost of £11,225 + VAT and a further quote is being sought, together with a quote for the electrical certification of the fixed wiring installation.</li> <li>• <u>Health &amp; Safety Report</u> Further consideration to be given in due course.</li> <li>• <u>General</u> It is recognised that St George's is an underperforming asset, and it is noted that the club is keen to move to new premises. The upper floor premises might be relatively easily converted into 2 small flats.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• <u>Pre-School</u> It was agreed to assist the progress of any possible move. JS to write to David Harmsworth, Cllr Seán Holden and Helen Grant MP. JS and AC to meet with Gill Knox, Pre-School Chair, and Lucy Oakley, Pre-School Manager.</li> </ul>	JS JS/AC
10. PROPERTY STRATEGY, FACILITIES & ACTIVITIES	<p>Property Group Report :</p> <ul style="list-style-type: none"> <li>• <u>Questionnaire</u> Further consideration to be given to the responses to the questionnaire – particularly in relation to any possible new sports facilities.</li> <li>• <u>Toilets</u> November Benenden Magazine full page devoted to outlining the proposals and seeking views on them. KB in discussion with the Players over possible changes to access to stage and changing rooms. Need to explore possible funding options and grants, including discussion with the Parish Council about its possible contributions. Anticipated to be in a position to seek tender prices for the work by mid-November.</li> <li>• <u>Possible Sports Club Premises</u> Further consideration and consultation is needed on facilities after further progress on the toilets project. It was agreed that there should be a focus on provision for younger people with the possibility of a Youth Club. Needs to be a flexible space that can work for St George’s Club + Bowls Club + general sports club + possible youth club.</li> <li>• <u>Football</u> The football pitch is underused and consideration to be given on how to increase. CL offered to assist with this.</li> </ul>	CL
11. RECREATION GROUNDS & GROUNDS MAINTENANCE	<ul style="list-style-type: none"> <li>• <u>Grass and hedge cutting</u> New specifications to be drawn up. Site discussion to be held with current contractor, Thompsett, and invited to re-tender along with at least one other.</li> <li>• <u>Trees</u> Annual inspection to be carried out of all trees on all properties. CL to action.</li> <li>• <u>Tree Planting Scheme</u> CL has submitted grant application.</li> <li>• <u>Benenden Recreation Ground Chestnut Tree</u> Different assessments have been made on the health of tree. Micro drilling carried out previously by indicated nothing wrong with the tree, but recent advice suggests that tree now has bleeding canker, which will lead to the tree dying. If the tree is reduced this can open it up to more disease and make it more brittle which will cause more limbs to fall off. It has also been established that there are Tree Preservation Orders on this and the oaks in the playground. Updated findings and quotes to carry out the work are awaited.</li> <li>• <u>Woodcock Lane Land</u> A second quote for the removal of the metal deposit at the bottom of the field has been sought. JS revisit the grazing licence with Jonathan Kellet. For the time being there have been no developments with water charges for supply to the field.</li> </ul>	PROPERTY GROUP/ CL CL  JS
12. MEETING DATES	It is hoped that full Trustee meetings can be reduced to quarterly, with groups meeting as appropriate.	

Meeting closed 8.25 pm