

BENENDEN VILLAGE TRUST

Minutes of the Meeting Monday 27th January 2020, 7pm, Iden Green Pavilion

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

Item		Action
1. APOLOGIES	Apologies were received from Sally Ann Marks.	
2. MINUTES OF PREVIOUS MEETING	The minutes of the meeting held on 28 th October 2019 were agreed as a correct record of the meeting and signed by the Chairman.	
3. VILLAGE HALL	<p>Village Hall Manager's Reports</p> <ul style="list-style-type: none"> • Reports to 30th November and 31st December had been circulated. • It was noted that utilisation was reduced, primarily due to the loss of the school's usage. <p>Banking</p> <ul style="list-style-type: none"> • TD advised that he is not yet a signatory on the Hall bank account. • LJ will need to be removed as soon as possible, and the new Manager added. • CL to be added as a Hall signatory also. • JVS took responsibility for changing the mandate. <p>Village Hall Manager</p> <ul style="list-style-type: none"> • Lorraine Jones has resigned from post. • There was a lot of interest in the job and 19 applications were received. • KB/JVS/CL shortlisted and selected 6 applicants for interview. 2 later withdrew. • The remaining 4 candidates were interviewed and 2 of these will be seen again on Tuesday 28th to decide which to appoint. <p>Car Park Surface Water JVS reported that :</p> <ul style="list-style-type: none"> • He had emailed Southern Water about the drainage issue and had not heard back so has now put something in writing to them. • A solution to the accumulation of surface water would be to create a soakaway in the NE corner of the playing field and to construct a drain from that corner of the car park to the soakaway. This has been discussed this with Tommy Robb of TGR Groundwork and would be possible. • Tommy Robb will provide a couple of options as to how this could be achieved. • Work is unlikely to commence until early summer when the ground is drier. • Issues to consider will be where to deposit the spoil, who pays for the work and the location of a soakaway. <p>Office Agreement with the Parish Council JVS reported that:</p>	JVS

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	<ul style="list-style-type: none"> • BJ had given some advice and provided a template. • JVS is drafting the agreement as a licence to occupy business premise. 	JVS
4. CHILDRENS' PLAY AREAS	<p>Benenden Recreation Ground</p> <ul style="list-style-type: none"> • Karen Saunders has agreed to carry out the weekly inspection, and has the checklist to complete electronically, although CL has not received anything to date. CL to chase. • CL has asked Sovereign to quote for suitable/alternative surfacing across the playground area. They initially only quoted for a small area and have been slow to provide another quote, but estimate this will be several thousand pounds. CL to chase. <p>Iden Green</p> <ul style="list-style-type: none"> • An article was published in the December Village Magazine. • DAH attended an Iden Green Pavilion Trust meeting at which the playground was discussed. • Views were expressed about location and equipment but there was a general feeling that there will be a continuing need/wish for equipment of the sort already there. • DAH emphasised that initially a group needs to be formed to gather ideas, to produce and manage a project, and to fundraise. • Julie Lewis has contacted SAM to offer some support. Julie has also made contact with a couple of young mums in Iden Green who she hopes will be willing to help get a project off the ground. 	CL CL
5. ST GEORGE'S	<ul style="list-style-type: none"> • There was a water issue in the house over Christmas. SH arranged for a plumber to look at and resolve. • The main front door to the building is sticking badly. SH has looked at. He will plane the door when the weather is dry and he has the correct plane, due to the issue being low on the door. • There is an issue with the front gate. Pre-School is getting a quote to resolve. <p>Health and Safety Audit/Fire Risk Assessment</p> <ul style="list-style-type: none"> • These were carried out on 27th November 2019. • The reports were initially sent to the Properties Team and circulated to all ahead of the meeting. • JVS had circulated a summary of the reports and highlighted specific items. • JVS to draft a letter to all tenants requesting action and demonstration that they have dealt with in a prompt manner. • The tenants, as duty holders, have some responsibility and liability. The Trust too has elements of responsibility. • It is the role of the Health and Safety and Security Trustees (TD/JVS) to ensure that the assessments are carried out. • It is the role of the Property Trustees (KB/BJ/JVS/RS) to ensure that subsequent action is taken. 	JVS KB/BJ/ JVS/RS

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	<ul style="list-style-type: none"> • A meeting of the Property Group to be convened. • DAH advised that there has been some discussion about Pre-School using the old school building, but this has not progressed. 	
6. PROPERTY STRATEGY	<ul style="list-style-type: none"> • A questionnaire is being published in the February Village Magazine. • CL is attempting to publish an interactive questionnaire on the website. • CL to send any responses to RS. 	CL CL
7.SUSTAINABILITY OF BVT FACILITIES AND ACTIVITIES	<p>RS raised the issue of global and national pressures to move towards more sustainable approaches, and how the Trust might be able to respond to this. In particular, the Government is seeking to achieve a substantial reduction in the use of fossil fuels over the next decades.</p> <p>The following was agreed:</p> <ul style="list-style-type: none"> • To consider at all levels from every day consumables to construction and maintenance materials to fuel and power. • To include as an agenda item for the Property Group. • To carry out an audit of suppliers. • To carry out cost benefit analysis. • To consider ground source heat pumps. • To consider solar panels. • To invite ISO Energy to carry out a free appraisal. 	KB/BJ/ JVS/RS
8. ALLOTMENT FIELD	<p>JVS reported the following :</p> <ul style="list-style-type: none"> • Due to a misunderstanding the hop wire and metal buried in the corner of the field was not removed as planned when the fencing work was undertaken. A quotation is awaited from Tommy Rob. • At the request of the Parish Council as Trustee of the Harmsworth Memorial Trust and under the arrangements with the Rural Housing Association, a water supply was provided to the field fed from a stop cock and meter in the development. The ERHA has asked for confirmation that BVT will meet the annual costs of the supply. This confirmation has been given. • A Grazing Licence is to be negotiated to include the water supply. 	JVS
9. GROUNDS MAINTENANCE	<p>TD advised that he has contacted the School and the Parish Council to arrange a meeting in an attempt to bring all parties together and work together. The meeting will cover a number of issues including parking on the verge, parking at the Village Hall, footpaths around the school, associated maintenance issues.</p>	
10. FINANCE	<p>The latest valuation of the Trust's investment portfolio with CCLA Fund Managers as at 31.12.19 is £713,148 (£694,927 as at 30.9.19) a 2.62% increase over the 3 months.</p> <p>TRANSACTIONS FROM 1st December 2019</p> <p>Current Account</p> <p>Brought forward 3076.34</p> <p>INCOME</p>	

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	Direct	St George's Club	Rent	166.67	
	Direct	V Matthews	Rent	950.00	
	TOTAL			1116.67	
	EXPENDITURE				
	BACS	Benenden PC	Parish Server	37.50	
	BACS	HMRC	Employer Contributions	348.56	
	BACS	C Levett	Clerk's Salary	434.40	
	BACS	Capital Fire	St George's Fire Risk Assessment	474.00	
	BACS	RoSPA	St George's Safety Audit	744.00	
	DD	Nest	Pension Contributions	159.12	
	TOTAL			2197.58	
	Current Account Balance at 31/12/19			1995.43	
	Savings Account				
	Brought forward			42450.56	
	INCOME				
		Barclays	Bank Interest	21.51	
	TOTAL			21.51	
	Savings Account Balance at 31/12/19			42472.07	
	Bank Total Current and Savings Accounts			44467.50	
	Benenden Village Hall Balance at 31/12/19			17,030.51	
	TRUST TOTAL			61498.01	
11. STAFFING	<ul style="list-style-type: none"> CL is looking into maternity arrangements and pay, and will circulate details of the statutory minimums. CL to look into other employee rights packages with a view to developing Trust policies and procedures. Trustees discussed the clerk's contract, job description and hours. 				CL CL
12. MEETING DATES	<ul style="list-style-type: none"> It was agreed that meetings will continue to take place on a bi-monthly basis – January, March, May, July, September, November. Date of next meetings : 23rd March, 11th May It was noted that the separate groups had not met and that there needs to be greater and better communication between Trust meetings. Details of any Group meetings should be recorded. It was suggested that virtual meetings should take place during the months that there are no physical meetings. AGM to take place on 1st June, with Trustees meeting at 6.30pm. One third of current Trustees have to step down at this meeting, and can be re-elected. Two Trustees indicated that they would like to step down, but still provide support. AGM to be discussed further at Trust March meeting. 				

Meeting closed 8.10pm

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