

## BENENDEN VILLAGE TRUST

### Minutes of the Meeting held on Monday 1<sup>st</sup> July 2019, 7pm, Iden Green Pavilion

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

#### 1. Apologies

Apologies were received from Kent Barker and Jonathan Strong.

#### 2. Minutes of the Meeting held on 3<sup>rd</sup> June 2019

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

#### 3. Minutes of the Annual General Meeting held on 3<sup>rd</sup> June 2019

The draft minutes were agreed as correct.

**Matter arising - Publication of Minutes.** It was unanimously agreed that the minutes of Trustee meetings would be published on the website. Trustees to decide any confidential or sensitive items not for publication.

SAM asked why Iden Green Pavilion is not listed as a BVT asset, and asked would there be any benefit in doing so. BJ explained that ownership is acknowledged. Clarity was also sought regarding the leases and arrangements for Iden Green Pavilion, the Bowls and Tennis Clubs, St George's and the allotment field

#### 4. Election of Chair and Vice Chair

Tom Dawlings proposed David Harmsworth as Chair and Jonathan Strong as Vice Chair. This was seconded by Barrie Jones and unanimously agreed.

#### 5. Trustee Responsibilities

The following was agreed :

Policies and procedures – BJ/SAM  
Membership, public relations, promotion and website - KB/DH  
Health, safety and security -JVS/TD  
Playgrounds – TD/SAM (Iden Green annual health and safety report due July 2019)  
Village hall and car park - KB/JVS  
Other properties, maintenance, improvements, leases and tenancies - JVS/BJ/KB/RS  
HR – TD/CL  
Finance and investment - JVS/BJ/TD

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Bank signatories are in the process of being changed to DAH/JVS/CL.  
Village Hall signatories will need to be changed.

## 6. Village Hall

The Hall Manager's Report had been circulated and its contents noted.

RS and SAM asked a number of questions regarding finances, utilisation and targets for their own understanding, and these were explained. **CL** to forward papers from past meetings to RS and SAM. DAH suggested that a separate meeting is held with LJ. BJ suggested that new Trustees could join KB and JVS at one of their regular meetings with LJ. This was agreed.

Following an incident with a hirer it was unanimously agreed that **LJ** should look into purchasing a mobile phone for village hall use.

Following communication from the Parish Council regarding the Community Office DAH proposed the following, which was agreed :

- formalise arrangements by creating a licence for the PC
- in principle BVT bear the cost of redecoration and PC pay for the fittings
- finances to be moved to the Village Hall account
- last year's accounts reckoned as settled (PC did not get invoiced for rent of £600, BVT did not contribute to expenses)
- 2019/20 the Village Hall invoice PC for rent of £600 with review at the end of the year, and BVT pay PC a proportion of expenses on basis yet to be worked out
- fund (up to £400) half the cost of a new laptop for the use of our Clerk. **CL** to draft a policy regarding access to laptop.

BJ advised that there is a pile of wood under a tree on the Recreation Ground and that Tom Gray has offered to remove. **BJ** to advise on cost. **DAH/TD** to look at.

## 7. Children's Play Areas

The new playground installation is almost complete. A safety inspection will take place on Friday 5<sup>th</sup>. A small informal celebration will take place at 6.30pm for committee members, Trustees and main donors. The official opening will take place on Saturday 6<sup>th</sup>

Signage has been ordered and will be installed as soon as it is ready. Two sensory boards and the village shop front will be delivered in a few weeks from a separate supplier and installed by Kier. TD has asked Gary Stevenson, TWBC, what the bin options might be.

There is some tree pruning required.

## 8. St George's

- Wasp nest outside PreSchool landing window – SH arranging for removal

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- Pre-School has advised that the hot water from the new mixer tap barely flows. Cold water is fine. SH in contact with plumber.
- Fire Risk Assessment/Health and Safety Audit – waiting to hear back from RoSPA

**9. Allotment Field**

Gordon Reynolds is now unable to carry out the work to remove the old hop wire and to mend the fences etc.

**10. Grounds Maintenance**

TD advised that the collapsible posts for Benenden and Iden Green Recreation Grounds are in hand.

**11. Finance**

- Monthly transaction report circulated.
- Pensions : CL advised that the Trust is now enrolled with NEST and Pensions Regulator notified. Letters will be issued to employees shortly.

**12. BVT Priorities and Strategy**

The architect’s first thoughts for the future of St George’s Hall and an extension to the Village Hall have been received. KB/JS meeting the Social Club on 25<sup>th</sup> July. BJ will try to attend. SAM and RS expressed an interest in attending this meeting.

DAH explained that at the moment trustees thoughts about future possibilities are fairly generalised at the moment and consideration would need to be given to permanent endowments.

**13. AOB**

BJ reminded Trustees that annual reviews are due. **TD** to action.

Next Meeting : Monday 2<sup>nd</sup> September 2019, 7pm, Iden Green Pavilion