

	and for insurance purposes. SAM has been doing these when she is able to. CL agreed to transfer information received from SAM onto the checklist . It was suggested that the Hall Caretaker should undertake the checks at Benenden. KB to investigate.	CL KB
4. ST GEORGE'S	<ul style="list-style-type: none"> Health and Safety Audit (RoSPA) and Fire Risk Assessment (Capital Fire Risk Assessments) to be carried out on 27th November. KB to organise a meeting with BJ/JVS/RS to discuss St George's Club lease renewal. 	KB BJ/JVS/RS
5. PROPERTY STRATEGY	<p>KB reported that the Strategy Group had not met but that JVS and RS had met and shared their thoughts with KB.</p> <ul style="list-style-type: none"> The Group would like to widen consultation via a questionnaire, in the Village Magazine, seeking views about the type of facilities parishioners believe are needed or desired. The powers of the Trust are very broad but its objectives are much narrower and consideration would need to be given to this and legal opinion would need to be sought at some stage about what the Trust can do in practice given the history of the Trust in it various guises. It was unanimously agreed to carry out a consultation first, draw up proposals in the light of the public consultation, and then seek legal advice in the light of charity law and the Trust's constitution. However in seeking parishioners' views it would be imperative to manage expectations by explaining that there might be legal and funding issues which might restrict the Trust's ability to implement all or any of the proposals. 	
6. ALLOTMENT FIELD	<p>JVS reported :</p> <ul style="list-style-type: none"> A quotation of £565 from Chris Thomas for the fencing and tree work has been received and accepted. Access to the field has been agreed and work is due to commence 30th October. The Kellett family has confirmed it wishes to continue using field. Tommy Rob is being chased by JVS for his quotation for removing the old hop wire. 	
7. GROUNDS MAINTENANCE	<ul style="list-style-type: none"> TD reported that there are some serious issues with the footpath and access from the Hall Car Park to the School and some other general issues with the School. It was agreed that TD would work with DAH in seeking a meeting with the School, the PCC, the Parish Council and possibly KCC to discuss issues and try to find mutually satisfactory resolution. David Miles has removed fallen branches, rotten trees etc from the playground/recreation ground and supplied and fitted 10 new posts. There was a large amount of rubbish in the corner next to the new School which has been removed. There are some issues with the collapsible post at the recreation ground. It has only been dug into the ground, which means the base and mechanism fill with stones and earth. Those erected at Iden Green were set it in concrete. TD to pursue. 	TD/DAH TD

8. FINANCE	<ul style="list-style-type: none"> The monthly transaction report was circulated. At 30/09/19 the Trust's bank account balance was £44,212, plus the Village Hall balance at £18676. Current signatories for the BVT accounts are DAH/KB/JVS/CL. Current signatories for the Hall account are KB/JVS/LJ. TD is working with Barclays to be added as a signatory to the Hall account. The Trust's investments held at COIF at 30/09/19 were valued at £694,927. JVS explained his reasoning for seeking to bring rents up to open market values as set out in his email copied to all Trustees but it was agreed to postpone this for the time being. JVS/CL are working to finalise management accounts and JVS pointed out that some charges properly payable by BVH are being paid by the Trust. JVS to discuss with LJ. 	TD JVS/CL JVS
9. STAFFING	<ul style="list-style-type: none"> It was unanimously agreed that all staff should be paid basic salaries by standing order. CL/LJ to implement. It was unanimously agreed that future performance reviews should be based on 360° reviews. 	CL/LJ
10. VILLAGE HALL	<ul style="list-style-type: none"> The Village Hall report from Lorraine Jones had been circulated. Current account balance at 30/09/19 £18,676. 17% increase from 31/08/19; 11% decrease on 31/03/19. SAM is satisfied that comparative figures are provided. New hire charges which had been circulated were unanimously agreed. Once implemented this should show an increase in income. KB to speak to LJ regarding the door to the balcony storage area. JVS to pursue the car park drain issue. The bottle banks have been removed. TD has chased TWBC to clear the area of debris. LJ to follow up problems with the newly installed speakers. SAM reported problems with the oven. KB to speak to LJ. SAM to ask the hirers to report the problems to the Village Hall Manager. JVS had carried out the annual performance review for LJ. <p>Proposed Restructuring of Village Hall Management Team <i>Barrie Jones declared an interest and left the meeting.</i></p> <p>KB proposed a restructure of the Village Hall Management Team based on five distinct areas of activity :</p> <ul style="list-style-type: none"> Manager : first point of contact for Trustees; regularly update the Trustees on progress at the Hall; finance/accounts; tenders/contracts; health and safety; staffing. Publicity Administrator : review feedback, monitor and taking necessary action; actively promote and advertise the Hall for a variety of uses, using a variety of mediums. Bookings Administrator : take bookings; issue paperwork; meet prospective hirers; maintain calendar. 	KB JVS LJ KB SAM

	<ul style="list-style-type: none"> • Caretaker : ensure the Hall is presented in a clean and fully operational condition; open and close hall for non-regular hires. • Cleaner : to ensure all areas are maintained to a high standard of hygiene and cleanliness. <p>This was unanimously agreed. KB to bear in mind that some instances of these responsibilities cut across the Clerk's responsibilities and no change is envisaged in those.</p>	
11. AOB	<p>Meeting dates : 25th November 2019 (to be confirmed), 27th January 2020, 7pm, Iden Green Pavilion</p> <p>It was agreed to reintroduce a list of outstanding items so that these are not overlooked.</p>	
	Meeting closed 9pm	

Items for action/outstanding items

Investment Policy – JVS

Licence Agreement between BVT and Parish Council for Clerk's office - JVS