

BENENDEN VILLAGE TRUST

Minutes of the Meeting Thursday 13th January 2022, 7pm, Memorial Hall

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

Item		Action
1. APOLOGIES	Apologies were received from Olivia Collier and Holly Clayson (Hall Manager).	
2. DECLARATIONS OF INTEREST	CL reminded those Trustees who had not yet done so to complete the Declarations of Interest form. Once all forms have been completed declarations of interest will not be a standing item on the agenda, but all Trustees will be expected to declare an interest if a vote is to be taken on any item.	
3. MINUTES OF PREVIOUS MEETING	<p>The minutes of the meeting Held on 11th October 2021 were unanimously approved as a correct record of the meeting and signed by the Chairman.</p> <p>Matters arising :</p> <ul style="list-style-type: none"> • <u>Gibbon and Old Primary School Buildings</u> <p>It has been established with the Gibbon and Buckland Trust that even if it were able to make an offer to Pre-School this would not be until 2024 when the current KCC lease of the old school building and house expires. KCC estimates expenditure of about £40,000 for the repair/modernisation of the building. The Gibbon and Buckland Trust think it would cost significantly more to convert the building.</p> <p>The issue of empty KCC buildings has been raised a number of times by numerous people. TD will take the matter up with the Deputy Leader of KCC.</p> <p>Trustees spoke about the idea of BVT buying a building itself and renting it out.</p>	TD
4. MINUTES OF AGM	The minutes of the AGM held on 11 th October 2021 were agreed and will be approved at the 2022 AGM.	
5. NEW TRUSTEE CO-OPTION	<p>JVS and MD met with Simon Brown, who expressed an interest in becoming a Trustee. Simon's skills audit had been circulated to all Trustees and JVS highlighted his strengths.</p> <p>JVS and MD recommended that Simon Brown is co-opted and Trustees unanimously agreed.</p> <p>It was agreed that Simon, given his skills and interests, should be invited to join the Property Group and the Membership Group, replacing JL on the Membership Group.</p>	
6. PROPERTY GROUP	<p>Full reports from KB and RS had been circulated prior to the meeting.</p> <p>KB reported on Village Hall security; relations with the players; heating; emergency responses; building damage; management structure; complaints; hedge planting; limit to expenditure; risk assessment; public toilet facility/building. The following were discussed in more detail.</p> <ul style="list-style-type: none"> • Property Group limit to expenditure without reference to trustees <p>The Property Group proposed an increase to £1,500 as a limit to expenditure without</p>	

Chairman..... Date..... Page 1

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	<p>reference to Trustees. The Finance Group did not consider this necessary. KB highlighted the fact that Group has the largest responsibility for income and outgoings and that the current £500 limit is too low and delays relatively small items of work.</p> <p>It was agreed that the Property Group should produce a budget of proposed expenditure, to be agreed by the Finance Group, and it was unanimously agreed by Trustees that the Property Group would have the authority to commit expenditure on approved budgeted items; a delegated authority to deal with emergencies; and up to £1,000 on non-budgeted items with the agreement of the Property Group Trustees but without prior referral to all Trustees</p> <ul style="list-style-type: none"> • Management structure and complaints regarding the Village Hall <p>An issue raised by a hirer of the Village Hall led to a series of matters for discussion and resolution regarding the management of the Hall and the management of staff, and the various roles and responsibilities of Trustees and employees. A distinction needs to be made between matters for referral to the Property Group and matters for the HR Group, and it is important that both groups are kept fully briefed regarding any matters falling under their remit.</p> <p>It was agreed that any complaint received should be handled in the first instance by the Hall Manager, and referred to the Trust Manager if necessary, and then to Trustees. Any issue raised with a Trustee should immediately be handed to the Hall Manager, and no Trustee should deal with any matter separately, individually or personally. A Complaints Procedure will be drawn up.</p> <p>The HR Group will meet to discuss Village Hall employment matters.</p> <p>It was agreed that, whilst it remains a long-term aspiration that the Hall becomes self-financing, more emphasis should be given to the day-to-day business of the Hall, its presentation, maximising use of the Hall income and thereby reducing the operating deficit. The Hall Management Team to be made aware of this change in emphasis.</p> <p>RS reported on sustainability at St George’s and the Village Hall; grounds maintenance and improvements – tree management and pedestrian access to Benenden playground.</p> <p>The following was agreed to :</p> <ul style="list-style-type: none"> • Carry out energy performance assessments for St George’s at a cost of approximately £800. • Adopt a target of zero carbon emissions by 2030 and consider a programme for the Village Hall to meet this objective. • To carry out an energy review of the Village Hall at a cost of approximately £2,000. • To progress pedestrian access to Benenden playground from the car park to the playground and from the playground to the Recreation Ground boundary in the direction of the school with a self-binding gravel path such as Breedon Golden Amber at a cost of approximately £6,000. 	<p>CL</p> <p>HR GROUP</p> <p>CL</p>
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	JVS reported that conversion of the Pre-School premises at St George's into two flats could generate an income of approximately £18,000 per annum. The current rental income from Pre-School is approximately £3,500 per annum.	
7. HSS, PLAYGROUNDS, RISK	<p>A report from AC had been circulated prior to the meeting.</p> <p><u>Risk Management</u></p> <ul style="list-style-type: none"> Risk documents produced and agreed by the Group were recommended to Trustees and Trustees unanimously agreed to adopt the Playgrounds Risk Identification and Management and the Health, Safety, Security and Risk Management Risk Identification and Management. All other groups to submit and complete risk documents and submit to CL by 31st March. <p><u>Playgrounds</u></p> <ul style="list-style-type: none"> Tesco funds have been received and the Play Benenden committee consulted. A proposal for new benches was considered by the Finance Group and agreement given for three new benches using the Tesco grant of £1,166 and approximately £150 from the Trust. CL is managing safety checks and any repair work as necessary, including ongoing communication with Sovereign and remedial actions as identified in the RoSPA Safety Inspection. 	ALL GROUPS
8 MEMBER/ COMMUNITY ENGAGEMENT	A paper from MD had been circulated prior to the meeting. Trustees are asked to consider the paper and feedback to Martin any issues, opportunities or ideas.	ALL
9. HR	<p>A report from JL had been circulated prior to the meeting.</p> <p>JL had met with CL for a briefing on HR matters and has copies of job descriptions, contracts, policies, procedures and protocols.</p> <p>The Group aims to meet by the end of January and consider the issues raised at this meeting and any other outstanding matters or causes for concern. It will consider items which need reviewing or updating.</p>	
11. POLICY AND PROCESS	<p>CL has provided RS with a list of current adopted policies and processes.</p> <p>The Group will meet to consider its role and terms of reference.</p> <p>Trustees unanimously agreed to adopt the Village Hall Closed Circuit TV Policy.</p>	
12. FINANCE, GOVERNANCE, COMPLIANCE	<p>Minutes of the Group meeting held on 14th December had been circulated prior to the meeting.</p> <p>Trustees agreed the recommendations of the Finance group :</p> <ul style="list-style-type: none"> that the Village Hall should be charged its proper share of staff oncosts, grounds maintenance and insurance to host a crowdfunding page for the Parish Council to raise funds for the Parish Wells. 	
13. DATE OF NEXT MEETING	Early April 2022. Date to be confirmed.	
	Meeting closed 9.30pm	

Chairman..... Date..... Page 3

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