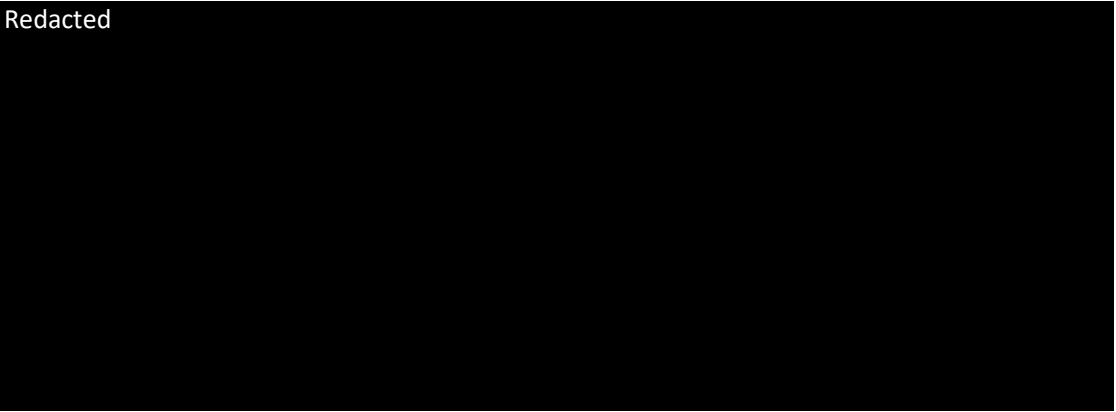


BENENDEN VILLAGE TRUST
Trustees' Meeting of Benenden Village Trust Monday 29th April 2024, 7pm, Iden Green Pavilion
MINUTES

Item		
PRESENT	Kent Barker, Tom Dawlings, Martin Dickson (Chairman), Julie Lewis, Sally Ann Marks. Caroline Levett (Trust Manager).	
1. APOLOGIES	Apologies were received from Simon Brown, Athena Cripps, Chris Parkinson, Richard Stubbings, Paul Tolhurst.	
2. MINUTES OF PREVIOUS MEETING	<p>The minutes of the Trustees' meeting held on 29th January were unanimously approved as a correct record of the meeting and signed by the Chairman.</p> <ul style="list-style-type: none"> • Internal Communication : MD reminded Trustees to copy CL into business-related email communications between Trustees and with outside suppliers, even if just for information, unless particularly confidential. • Short term spending : MD highlighted the need for only essential spending, including routine bills and agreed expenditure, in the very immediate future. It is hoped that a response from the Charity Commission regarding the proposed settlement of the permanent endowment issue soon. 	
3. FINANCE, GOVERNANCE AND COMPLIANCE	<p>Draft minutes of the FGC Group meeting held on 22nd April had been circulated.</p> <p><u>Cash flow</u></p> <ul style="list-style-type: none"> • Total income Q4 £39,025; £5,101 excluding £13,923 BVH and £20,000 COIF. • Total expenditure Q4 £26,030; £12,513 excluding £13,517 BVH. • Total income 2023/24 £106,731; £20,648 excluding £36,083 BVH and £50,000 COIF. • Total expenditure 2023/24 £105,360; £53,546 excluding £51,814 BVH. <p><u>Cash reserves at year/quarter-end</u></p> <ul style="list-style-type: none"> • Bank account balances at 31st March: BVT Current Account £162.96; BVT Savings Account £7,046.56; BVH £14,175.71. All accounts £21,385.23. • Bank account balances at 21st April 2024 : BVT Current Account £444.85; BVT Savings Account £3,046.56; BVH £9,059.51. All accounts £12,550.72. • The FGC Group had unanimously agreed not to draw down any funds from COIF whilst there are ongoing discussions with the Charity Commission. This will be reviewed should the need arise. <p><u>Village Hall</u></p> <ul style="list-style-type: none"> • Total income Q4 £13,923.25; Total expenditure Q4 £13,516.81. • Total income 2023/24 £36,083; Total expenditure 2023/24 £51,815 • BVH is reaching a likely capacity for bookings/income and although there is scope for a little more uplift a realistic income target was probably more in the region of £37k -£38k a year rather than £40k. <p><u>Large Expenditure</u></p> <ul style="list-style-type: none"> • St George's roof work : Scheduled work completed, totalling £13,136.40. • St George's Windows : Replacement of 2 windows in Pre-School, completed totalling £6,120. ○ Concerns have been raised about the Club's windows and quotes have been sought. This will likely be a huge, and unavoidable, cost. • St George's Electrical Work : EICR and remedial C2 work carried out at cost of £1,098. <p>The FGC Group considered setting up and budgeting for a contingency fund for St George's to meet anticipated and unexpected repairs but decided against this.</p> <ul style="list-style-type: none"> ○ Village Hall : Electrical work completed throughout the whole Hall, including over the stage. Total cost for report/certification and remedial work to bring BVH up to satisfactory standard was £5,616. <p><u>COIF</u></p> <ul style="list-style-type: none"> • Total of £50,000 drawn down over course of financial year. 	

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	<ul style="list-style-type: none"> Value at 31st March 2024 £850,668. <p>Redacted</p>  <ul style="list-style-type: none"> Heating – RS is awaiting quotes on various systems. Once his report is complete with all necessary information a separate meeting will be held to discuss. This may include a decision not to replace the heating system in the near future. Sound system – the Village Hall Working Group and the FGC Group agreed to trial a new PA system. The Arts Society will use the Players’ equipment for its April meeting. The Arts Society is also meeting with another company about a portable system. JB will be present for this meeting. JB will order the agreed system in time for the Arts Society May meeting, giving JB time to set it up, test it, establish optimum settings etc and compare to the system that the Arts Society has looked at. <p><u>Public Toilet Building</u></p> <ul style="list-style-type: none"> SB has been asked to draft a formal agreement between BVT and BPC. <p><u>Savings</u></p> <ul style="list-style-type: none"> It is difficult to identify any savings but every decision is and should be considered carefully with regard to financial viability and return on investment. <p><u>VAT Registration</u></p> <ul style="list-style-type: none"> KB and MD had met with Manningtons regarding the suitability of VAT registration and a report was circulated. Unless expenditure was large there would be little gain, but it might be advantageous in the event of very large items of expenditure, such as a new hall heating system. Further clarification on a number of matters is still needed. This will not be progressed until the Trust’s forward plan has been agreed. 	SB
4. PROPERTY	<ul style="list-style-type: none"> St George’s Hall ❖ <u>Roof work</u> <ul style="list-style-type: none"> Scheduled work now complete and totalled £13,136.40. The roof, verge and tile work should ensure that it is waterproof. When the front gable end work was recently carried out the contractor raised concerns about the number of “bodge jobs” which have taken place over the years and further repairs may be needed sooner rather than later. A rotten bargeboard was uncovered and the contractor supplied and fixed new architrave timber to replace exposed rotten timber to sections of the bargeboard and covered with four coats of dark mahogany stain. ❖ <u>Windows</u> <ul style="list-style-type: none"> The replacement of the 2 windows in Pre-School has been completed totalling £6,120. The contractor has put softwood linings all around, and these should, at some stage, be painted. It is thought that the existing windows were the originals from 1881. The Club has now advised that the front bay window is very rotten, with a risk that it will fall out if the window is opened. CP met with the Club and Pete Waterhouse, Fruitfield Builders, to look at what action needs 	

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	<p>to be taken and to quote for any necessary work.</p> <ul style="list-style-type: none"> ○ CP reported that the Club can't open any windows or they will fall apart and they are too far gone to be repaired. The ground floor window is much bigger than the upper one and has 3 facets. ○ 3 quotes have been sought (Fruitfield Builders, Neve Joinery, Croft Glass) to include whole replacement of frame and glass. ○ As a Grade II Listed Building any replacement should be like-for-like but the Trust could seek pre-app advice as to whether traditional lead light windows would be required or if applied lead would be approved. An LBC planning application would have to be made for this option. <p>❖ <u>Electrical Work</u></p> <ul style="list-style-type: none"> ○ EICR carried out. ○ Pre-School C2 remedial work carried out. Minor works still required at the Cottage. ○ Cottage and Pre-School C3 work quote totals £2,307.60. It had been agreed by trustees that this non-essential work would not be carried at the moment. <p>❖ <u>Water</u></p> <ul style="list-style-type: none"> ○ Work to replace all valves has not yet happened. CL has sought a quote. <p>❖ <u>Front door</u></p> <ul style="list-style-type: none"> ○ Putty needs painting. CL has sought a quote. <p>● Trees</p> <ul style="list-style-type: none"> ○ RS is arranging a meeting with Advanced Tree Solutions to provide an update on the condition of the trees and any required work. 	
5. VILLAGE HALL	<ul style="list-style-type: none"> ● The Hall Manager's Year-End Report had been circulated and Trustees commented that it was clear and useful report, with a request that it is dated on the front page. ● Concerns were raised that almost a third of all income is from one hirer and the impact this would have if this hirer was lost. Ideally another one or two hirers bringing in £5,000 each should be considered. ● Concerns were also raised that the Players are hiring their equipment (the sound system) to BVH hirers. ● Village Hall Working Group to meet in June. ● Trustees had previously suggested two fund-raising events a year but felt this commitment might be too much for trustees to organise themselves and JB is not keen to add work outside his regular role and available time. Trustees discussed the idea of finding a freelance events organiser who might wish to take on this role for a share of any profits, or the Trust could seek volunteers to organise events through the Benenden magazine. ● Trustees asked for information as to how many times items of equipment, such as the new projector and the sound system, are used. JB keeps a record of these details. ● Football Pitch/Club Use <ul style="list-style-type: none"> ○ Full document circulated from CL setting out background to this, hire rates/income, access, goalposts, ground, insurance, complaints and benefits. ○ Trustees agreed in principle to the use by Staplehurst Monarchs Football Club and the purchase of goalposts at £1,195 assuming a successful grant application to the Football Foundation and with an assurance that SMFC will contribute financially, ideally covering all of the residual cost after grants and the cost of installing the goals in the ground using expertise of members of the club. ○ The Hall Cleaner has been made aware of the proposal and this is not an issue. The changing rooms were cleaned regularly when football previously took place. SMFC has given an assurance that the changing rooms would be left in a reasonable state of cleanliness after matches. ○ Trustees requested that the Club write an article for the Magazine. 	
6. HR	<ul style="list-style-type: none"> ● Employee Annual Appraisals are underway. ● Employee Pay Review Policy and Performance Review Procedure due for review. 	

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	<ul style="list-style-type: none"> • The Performance Review Procedure has been updated to change the Trust Manager's appraisal to be carried out by the Trust Chair and to remove reference to a Village Hall Caretaker role. • The current appraisal dates for employees is misaligned and this will be changed going forward. • The changes were agreed by Trustees. • The HR Group is carrying out a pay review. 	
7. ANNUAL RISK REVIEWS	<ul style="list-style-type: none"> • Group risk management documents to be reviewed by end of June. • CL to circulate and co-ordinate. 	CL
8. STRATEGY	<ul style="list-style-type: none"> • Paper circulated from PT summarising the outputs from the strategy meetings held. • Trustees felt this has been a very positive process. • Another meeting will be held once the response from the Charity Commission has been received. • Redacted 	
9. 2024 CENTENARY OF ROTHERMERE DONATION	<ul style="list-style-type: none"> • No response received from Lord Rothermere. • Trustees agreed that an oak tree be planted on the northern side of the Recreation Ground to mark the centenary anniversary and that perhaps David Harmsworth, as first Chairman of the BVT, should be asked to attend a tree planting event, or another local dignitary. • Trustees also agreed that the centenary should be used as an opportunity to remind parishioners that Trustees are working hard to keep the Trust going and a Centenary Appeal for donations could be set up. 	
FUTURE MEETING DATES	<p>Quarterly trustee meetings to take place on the last Monday of January, April, July and October.</p> <ul style="list-style-type: none"> • 2024 : 29th July, 28th October • 2025 : 27th January, 28th April, 28th July, 27th October 	
	Meeting closed at 8.35 pm	

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