

**BENENDEN VILLAGE TRUST**  
**Trustees' Meeting of Benenden Village Trust Monday 31<sup>st</sup> July 2023, 7pm, Memorial Hall**  
**MINUTES**

Item		Action
PRESENT	Kent Barker, Athena Cripps, Tom Dawlings, Martin Dickson (Chairman) Julie Lewis, Sally Ann Marks, Chris Parkinson, Richard Stubbings, Paul Tolhurst. Caroline Levett (Trust Manager). John Betts (Village Hall Manager).	
1. APOLOGIES	Apologies were received from Simon Brown.	
2. MINUTES OF PREVIOUS MEETINGS	The minutes of the Trustees' meeting held on 24 <sup>th</sup> April were unanimously approved as a correct record of the meeting.	
3. FINANCE, GOVERNANCE AND COMPLIANCE	<p><u>a. Draft Minutes of the Meeting Held on 6<sup>th</sup> July</u></p> <p>The draft minutes of the meeting had been circulated.</p> <ul style="list-style-type: none"> <li>• Total income Q1 £13,032 including BVH; £4,271 not including BVH</li> <li>• Total expenditure Q1 £21,337 including BVH; £7,789 not including BVH</li> <li>• Bank account balances at 30<sup>th</sup> June : BVT Current Account £536; BVT Savings Account £5,049; BVH £6,124. All accounts £11,709</li> <li>• COIF balance at 30<sup>th</sup> June £815,279</li> </ul> <p>Actions following the meeting on 6<sup>th</sup> July :</p> <ul style="list-style-type: none"> <li>➤ £15,000 drawn down from COIF.</li> <li>➤ Lambert and Foster has been asked to carry out rent reviews for St George's Cottage and for Iden Green Tennis Club.</li> <li>➤ Rents and leases will be discussed further at the meeting on 9<sup>th</sup> October.</li> <li>➤ Insurance has been renewed. The insurers and the consultant who completed the independent report on reinstatement costs are in broad agreement on the figures. <ul style="list-style-type: none"> <li>○ Index linking applied by the insurers is 12% for buildings and 8% for contents.</li> <li>○ VH insured value has increased from £2,118,418 to £2,372,628. St George's insured value has increased from £1,597,880 to £1,789,626.</li> <li>○ Alexander Harris recommends base sums insured of £1,863,000 for BVH (+ VAT £2,235,600) and £1,404,000 for St George's (+ VAT £1,684,800). 2018 report valued BVH £1,811,000 + VAT and St George's £1,360,000 + VAT.</li> <li>○ MD contacted the consultant to ask for an explanation for the relatively modest rise compared to expected higher increases in building costs. The consultant advised that the calculations are based on RICS figures, but he will revisit the figures.</li> </ul> </li> <li>➤ Quote sought to repair and replace damaged and missing posts around Benenden Recreation Ground.</li> <li>➤ All groups confirmed a review has taken place of Risk Identification and Management documents, with no major changes.</li> <li>➤ AC has successfully carried out ID verification for the bank accounts via the Barclays app. CL to send details to all Trustees who need to complete this.</li> </ul> <p><u>b. VAT</u></p> <ul style="list-style-type: none"> <li>• The Group had considered the response from the accountant and was concerned that a number of issues had been flagged and the costs involved might outweigh any benefit.</li> <li>• KB to discuss with SB for a legal point of view and a meeting will be held with Manningtons to discuss further.</li> </ul> <p><u>c. Approach to Charity Commission</u></p> <ul style="list-style-type: none"> <li>• SB's exchanges with the Charity Commission have been ongoing and detailed. It is hoped that SB will be able to present a full report to Trustees in October, with a proposal on the way forward.</li> </ul>	<p style="text-align: right;"><b>CL</b></p> <p style="text-align: right;"><b>KB/SB</b></p> <p style="text-align: right;"><b>SB</b></p>

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

*These minutes are not a verbatim record of the meeting, but a summary of discussion and decisions taken at the meeting.*

4. PROPERTY	<p><u>St George's</u></p> <ul style="list-style-type: none"> <li>The repairs to the roof are due to start and will hopefully be completed during Pre-School's October half-term holiday.</li> <li>A new quote has been received for the Pre-School water heater.</li> <li>CL to start the process for looking for a contractor for the windows.</li> <li>Trustees are encouraged to share details of tradespersons with CL.</li> <li>CL to contact John Clarke and thank him for his useful comments at the AGM and ask him to send contact details of people able to carry out maintenance work.</li> <li>It was unanimously agreed that Trustees can bid for work and that this will be done in a transparent way.</li> </ul> <p><u>Village Hall</u></p> <ul style="list-style-type: none"> <li>KB has discussed with JB the need for a rolling programme of repairs, maintenance and upgrade over a 5-year period.</li> <li>A decision on heating remains unresolved. It was agreed that this should be discussed fully and that a clear report is needed covering all options which should be fully and accurately costed. RS to write a report.</li> <li>Consideration also needs to be given to insulation, ventilation and cooling the hall.</li> <li>JB to organise an independent health check on the boiler and look at the contract for the current energy suppliers.</li> <li>CL to organise for an EPC on the Hall</li> </ul> <p><u>Benenden Recreation Ground</u></p> <ul style="list-style-type: none"> <li>Trustees agreed that sport on the Recreation Ground is to be encouraged.</li> <li>Consideration was given to hedging along the roadside, which would help to prevent any incursions as well as provide better safety for users of the Recreation Ground and road users, but it was felt that this might be too expensive and costly to maintain.</li> <li>In addition to the immediate need to replace missing posts, it was agreed to consider post and rail fencing. CP to look into and provide a quote.</li> </ul>	<p>CL ALL CL</p> <p>RS</p> <p>JB CL</p> <p>CP</p>
5. VILLAGE HALL	<ul style="list-style-type: none"> <li>The new Village Hall Working Group met on 5<sup>th</sup> June, and notes of the meeting had been circulated.</li> <li>A meeting, on 19<sup>th</sup> September at 7.30pm, has been organised for Trustees to meet with JB so that he can share progress, achievements, changes and improvements made to date.</li> <li>The Group will meet again in November and look at how to improve revenue and improve customer experience.</li> <li>JB suggested that BVH could host its own events, such as a Christmas Fayre, as a fundraising idea. This would need the help of trustees and volunteers.</li> </ul>	
6. HR	<ul style="list-style-type: none"> <li>After a long period of uncertainty and inertia regarding the management and day to day running of BVH it now feels like a new and promising chapter has begun.</li> <li>A system of cover for the hall during periods of annual leave has been drawn up by JB and CL; this will include support from Chris Heath as necessary. It is not envisaged that Trustees will need to be called upon to help very often.</li> <li>A review of annual leave has taken place. To make the calculation of annual leave entitlement more straightforward, it was decided to switch from a fiscal to calendar year for all employees.</li> </ul>	
7. STRATEGY MEETING 9 <sup>TH</sup> OCTOBER	<ul style="list-style-type: none"> <li>The meeting will consider BVT's purpose and its vision for the future, with consideration being given to what was appropriate when a trust was originally set up, changes in circumstances since and what needs to be done to make it more current.</li> <li>Consideration needs to be given to the long-term plan for the future of the Trust's buildings, grounds and assets.</li> <li>This will take account of what the Trust can do and what it can afford to do.</li> </ul>	

Chairman..... Date..... Page 2

*These minutes are not a verbatim record of the meeting, but a summary of discussion and decisions taken at the meeting.*

	<ul style="list-style-type: none"> <li>• In advance of the meeting : <ul style="list-style-type: none"> <li>➤ MD to draw up an overview for the meeting - <ul style="list-style-type: none"> <li>○ Where are the gaps</li> <li>○ How address the gaps</li> <li>○ What are the restraints</li> <li>○ Where should the Trust be doing more, and where should it be doing less? Don't duplicate what other organisations are doing in the village</li> <li>○ Current and future finances</li> </ul> </li> <li>➤ SB to produce bullet points to help Trustees understand the Constitution.</li> </ul> </li> </ul>	<b>MD</b>
		<b>SB</b>
AOB	<ul style="list-style-type: none"> <li>• JB advised of a draft anti-terror Bill which proposes that all public premises with a capacity of more than 100 persons must be prepared for the effects of a terrorist attack and will require staff and volunteers to be trained.</li> <li>• As drafted the Bill could significantly add to the administrative burden on village halls, and a real risk of closure for some small businesses and voluntary organisations.</li> </ul>	
	Meeting closed at 9.15 pm	

---

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

*These minutes are not a verbatim record of the meeting, but a summary of discussion and decisions taken at the meeting.*