

**BENENDEN VILLAGE TRUST**  
**Minutes of the Meeting Monday 11<sup>th</sup> April 2022, 7pm, Benenden Village Hall**

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

Item		Action
1. APOLOGIES	Apologies were received from Simon Brown.	
2. DECLARATIONS OF INTEREST	KB advised that he is a Member of IG Tennis Club, and that he will be purchasing the wood from the oak tree to be felled from Advanced Tree Solutions.	
3. MINUTES OF PREVIOUS MEETINGS	<p>The minutes of the meetings held on 13th January and 3rd February 2022 were unanimously approved as correct records of the meetings and signed by the Chairman.</p> <p>It was confirmed that minutes of Trustee meetings would be published on the Trust website, with any sensitive information removed. Minutes of Group meetings are not for publication.</p>	
4. TRUSTEE CO-OPTION	Sally Ann Marks proposed that Simon Brown is formally co-opted as a Trustee. This was seconded by Richard Stubbings, and unanimously agreed by Trustees. Simon has agreed to join the Property and Membership Groups.	
5. TERMS OF REFERENCE	<p>The following working groups had agreed their Terms of Reference, which had been circulated.</p> <ul style="list-style-type: none"> <li>❖ Finance, Governance and Compliance</li> <li>❖ HR</li> <li>❖ Health, Safety, Security and Risk Management</li> <li>❖ Membership</li> <li>❖ Playgrounds</li> <li>❖ Policy Review</li> </ul> <p>These were approved by Trustees.</p> <p>The Property Group is formulating its Terms of Reference.</p>	PROPERTY GRP
6. RISK IDENTIFICATION AND MANAGEMENT	<p>The following working groups had agreed their Risk Identification and Management forms, which had been circulated.</p> <ul style="list-style-type: none"> <li>❖ HR</li> <li>❖ Health, Safety, Security and Risk Management</li> <li>❖ Membership</li> <li>❖ Playgrounds</li> <li>❖ Property</li> </ul> <p>These were approved by Trustees.</p> <p>The Finance, Governance and Compliance Group document is still in draft form and to be agreed by the Group. The Policy Review Group has yet to consider.</p>	FINANCE GRP POLICY REVIEW GRP
7. DRAFT STRATEGY REPORT	<p>A confidential draft Strategy and Budget Projections 2022/23 report drafted by the Chairman and commented on by the Property Group had been circulated.</p> <p>JS explained that in November 2020 the Property Group had reviewed the Trust's property assets and had prepared a strategy for each on. He felt that the time had come to draft a Strategy for the Trust as a whole and that is what he has attempted to do in the first part. Whilst most of the Trust's assets are focussed on buildings, the strategic plan should also include grounds' maintenance; the Trust's financial investment portfolio; activities, membership and public relations.</p> <p>Post-pandemic, it is now the time to consider opportunities to generate income and</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.*

	<p>capital.</p> <p>The purpose of the second part of the paper is to consider how the Trust can implement the strategic plan. To achieve this some seed corn funding will be required. Trustees unanimously agreed £10,000 to be spent in the short term to start the process, particularly in regard to St George's building, with a view to releasing up to a further £60,000 once a list and priorities have been drawn up and approved.</p> <p>SAM suggested an additional strategic objective to continually consider the relevance of the Trust's aims and terms of reference.</p> <p>The Property Group will reconsider the strategy paper, taking on board the views of Trustees, and draw up a list of priorities.</p> <ul style="list-style-type: none"> <li>• <u>BVT and VAT</u></li> </ul> <p>A separate paper from KB exploring ideas around BVT becoming VAT registered had been circulated. It was agreed to research this further and see what is feasible.</p>	
8. PROPERTY GROUP	<ul style="list-style-type: none"> <li>• The contract with the existing contractors for grounds maintenance has been renegotiated and is in place.</li> <li>• Additional tree work will take place this year as previously agreed.</li> <li>• The TPO planning application for the removal of the Benenden recreation ground oak tree has been submitted.</li> <li>• The new footpath work at Benenden playground is due to commence 3<sup>rd</sup> May.</li> <li>• Sustainability work is ongoing.</li> </ul>	
9. VILLAGE HALL	<p>A draft Annual Report had been circulated. A shorter version of this will be produced for publication on the website.</p> <p>The monthly report to 31<sup>st</sup> March had been circulated.</p> <p>The following was reported/discussed :</p> <ul style="list-style-type: none"> <li>• The hall is currently very busy, with key empty slots on Friday afternoons and Sundays now hired out.</li> <li>• The repair to the damaged wall is underway, but taking time to complete.</li> <li>• Complaints have not been received about cleanliness but HC will look at how a thorough clean can be carried out.</li> <li>• Installation of the new entry system is imminent.</li> <li>• Previously discussed hire charge increases were not properly implemented. HC to implement newly revised charges.</li> <li>• HC to prioritise works which need carrying out, including temporary action regarding the balcony area.</li> <li>• JS to follow up with the Arts Society its offer of a gift.</li> </ul>	<p>HC</p> <p>HC</p> <p>HC</p> <p>JS</p>
10. HEALTH, SAFETY, SECURITY, PLAYGROUNDS, RISK MANAGEMENT	<p>A Playgrounds Report had been circulated. MD updated that the holes in the ground at Benenden have been temporarily filled with bark.</p> <p>JL continues to carry out weekly inspections of IG Playground.</p> <p>It was agreed to move recreation grounds from the Property Group to the Playgrounds Group remit.</p>	
11. MEMBERSHIP	<p>The notes of the Group's meeting held on 28<sup>th</sup> March had been circulated.</p>	

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.*

GROUP	<p>Key points include :</p> <ul style="list-style-type: none"> <li>Engaging more with existing members rather than focussing on increasing the number of members.</li> <li>Better promotion of the Trust's facilities.</li> <li>The importance of a summer meeting/AGM with a celebratory feel.</li> </ul> <p>JS/CL to discuss with the Parish Council the possibility of a village meeting hosted jointly by BVT and the PC inviting various village organisations to share and show their achievements.</p> <p>It was agreed that the Trust would not hold general fundraising events if these involved financial risk but there may be appropriate fundraising activities for specific projects.</p>	JS/CL
12. POLICY REVIEW GROUP	The Group has amended its name from the Policy and Processes Group to the Policy Review Group, which is more reflective of its remit. The Group has a schedule of existing policies and copies of these policies but has yet to hold a meeting.	
13. FINANCE GROUP	<p>The notes of the Group's meeting held on 5th April had been circulated.</p> <p>To note :</p> <ul style="list-style-type: none"> <li>The Group agreed that whilst it supports the Parish Council it was not within its constitutional powers or appropriate to make a donation to the Parish Wells restoration project.</li> <li>A request had been received from the IG Pavilion for a contribution towards the repair of a footpath which is the responsibility of IG Pavilion Trust. The Group did not support this request. JS to contact IGP.</li> <li>The balance of accounts is just below the agreed reserves level. There will be a need to draw funds from COIF but this decision will be deferred until capital expenditure for the coming year is agreed.</li> </ul> <p>Trustees agreed these points.</p> <p>HC asked if issues regarding signatories on the Hall's bank account had been resolved. JS explained that the Hall account had originally been set up incorrectly and this has only recently come to light. Trustees are in the process of providing the bank with required information.</p>	JS
14. MEETING DATES	<p>CL hopes to have the completed 2021-22 Year-End Report and Financial Statements from the accountants by 30<sup>th</sup> June for approval by Trustees. It was agreed that if necessary these could be approved by email. These will then be circulated to Members ahead of the AGM for Member agreement at the AGM.</p> <p>CL to discuss with JS dates in June and July for a Trustee meeting, the AGM and a possible wider village meeting.</p>	CL/JS
16. HR GROUP	The notes of the Group's meeting held on 29 <sup>th</sup> March had been circulated. Trustees approved the Employee Pay Review Policy and Performance Review Procedure, and the HR Group will now consider details of a staff salary review.	HR GROUP
	Meeting closed at 9.30pm	