

**MINUTES OF A MEETING OF THE HARMSWORTH MEMORIAL TRUST HELD ON MONDAY 18 FEBRUARY 2013 AT 21.00 HOURS IN THE IDEN GREEN PAVILION**

**PRESENT:** Cllrs. K. Barker, Mrs. J. Beattie, Mrs. L. Butler-Graham, Mrs. E. North & G. Reynolds

**ALSO PRESENT:** Mrs K Bell (Clerk), Mr. S. Holden (Borough Councillor for Benenden & Cranbrook) & 10 residents

**APOLOGIES:** There were none

**013/013** Mr Reynolds opened the meeting and welcomed all present

**014/013** **Declarations of Interests or lobbying:** There were none.

**015/013** **Urgent Items:** There were none

**016/013** **Minutes of the meeting held on 22 January 2013:** It was **AGREED** that the minutes be **APPROVED** and signed as a true record of those proceedings.

**017/013** **Update on any action identified in the minutes of the meeting held on 22 January 2013 and not included elsewhere on the agenda**  
**010/013.4.1** **2012/2013 Iden Green Tennis Club:** The rent due for 2012/2013 was outstanding.

**011/013** **Allotments:** No new information had been received. The provision of allotments would be placed on the agenda as a substantive item for consideration at the next meeting.

**018/013** **Standing Orders:** It was:  
**RESOLVED:** That the Standing orders approved at the previous meeting subject to a minor alteration be formerly **APPROVED**.

**019/013** **Constitution Review:** The Charity Commission had been asked to clarify regarding the following issues:

- Confirmation that the Trustees register had been updated & former Trustees deleted from the register.
- The CC had been asked to provide a Trustee Guide/Handbook and copies of governing documentation.
- Works that the Trust could undertake whilst meeting the original objectives of the Trust.
- Restrictions on activities that could be carried out by the Trust.

Following a discussion, it was:  
**RESOLVED:** That when guidance had been received from the Charity Commission a new Constitution would be drafted and considered by the Trustees.

**020/013** **Benenden Village Hall -** Mr Barker reported and drew attention to the following:

- A meeting of the management committee would be held on 19 February 2013.
- He had raised several issues with the BVHMC but unfortunately his improvement suggestions such as Standing Orders and an online booking system had not been welcomed. These issues would be discussed at the meeting taking place on 19 February 2013

**021/013** **St Georges Flat**  
**021/013.1** **Tenancy Agreement:** Subject to minor amendments, the Tenancy Agreement as prepared by the Clerk and copied to Trustees was **APPROVED**. Following a discussion, it was:  
**RESOLVED:** That the tenancy agreement would be issued to the tenant.

Signed: ..... Date: .....

**021/013.2 Boiler Repairs:** GR reported that the boiler had failed and was not economical to repair. In view of the urgency of the situation he had consulted with fellow trustees who agreed to the boiler being replaced and the work had been carried out for the sum of £2,244.00 (incl VAT). Following a discussion, it was proposed by GR, seconded by KB and:  
**RESOLVED:** That the replacement of the boiler be formerly approved.

**021/013.3 Maintenance:** GR reported that additional work was required and drew attention to the following

- Damp within the property. The matter would be addressed.
- Windows. Trustees would consider installing replacement windows.
- Problem with the shower. The matter would be addressed.

**021/013.4 Caretaker's Sick Pay:** Trustees were advised that Mr Dalrymple was coming to the end of his SSP and was due to resume his full hours for KCC on 18 February 2013; therefore his SSP would terminate on 18 February 2013. The Clerk reported that she had clarified the situation with an HR advisor who had advised that even though Mr Dalrymple had commenced a phased return to work for KCC his entitlement to receive SSP would remain until he was able to resume his full hours for KCC. Trustees were delighted to learn of Mr Dalrymple's improving health.

**021/013.5 Caretakers Leaving Gift:** Mr Dalrymple had been advised that the Trustees would like to present him with a leaving gift upon his retirement from his employment and he would let the Trustees know what he would like.

**022/013 Car Park:** Due to the confidential nature of the item, Trustees **RESOLVED** that it be discussed in private.

**023/013 Finance**

**023/013.1 Bank Reconciliation as at 31 January 2013:** The information which had been prepared by the Clerk and copied to members was **RECEIVED, NOTED AND APPROVED**. It was noted that the bank balances were Deposit Account £500.00 and Current Account £14,700.38.

**023/013.2 Bank Mandate:** The HMT's bankers had confirmed that they had updated the mandate instructions. It was noted that the previous mandate had not been updated for some considerable time and had included the details of a Trustee who had resigned in 2008.

**023/013.3 Financial Transactions:** The following transactions were **APPROVED**  
**RECEIPTS**

Interest	£0.49
BVH Wages	£568.75
St Georges Club Rent (January 2013)	£166.67
<b>TOTAL</b>	<b>£735.91</b>

**EXPENDITURE**

Aviva	Insurance	£389.36 D/D
BPC	Clerks Salary	£100.00 S/O
Mr B Gear	Caretakers Contract (December)	£612.50 Chq 221
Mr D Dalrymple	Caretakers Sick Pay (December)	£184.07 Chq 222
M & S Electrical	St Georges Club, electrical repairs	£64.80 Chq 223
Benenden Heating	St Georges Flat, Boiler replacement	£2,244.00 Chq 224
<b>TOTAL</b>		<b>£3,594.73</b>

Signed: .....

Date: .....

**023/013.3**

**Gang Mowing 2013:** Trustees were advised that two local companies had been asked to quote for the work but had declined. As no alternative quotation was available for consideration, Trustees were advised to accept the quotation which had been received from KCC Landscape Services. It was noted that that the quotation was in respect of the following:

The Green	16 Cuts	£743.86
Recreation Ground	16 Cuts	£766.94
Iden Green Recreations Ground	16 Cuts	£572.24
Verges		£915.58

Following a discussion, it was proposed by GR, seconded by KB and:

**RESOLVED:** That the quotation submitted by Kent Landscape Services be accepted.

**024/013 Matters For Information:** There were none.

**025/013 Matters to be considered in Private:** Confidential Minutes refer

**026/013 Date of Next Meeting:** Confirmed as 25 March 2013 at the Iden Green Pavilion

There being no additional business, the meeting concluded at 21.15 hours.

Signed: ..... Date: .....