

MINUTES OF A MEETING OF THE HARMSWORTH MEMORIAL TRUST HELD ON MONDAY 25 MARCH 2013 AT 21.30 HOURS IN THE IDEN GREEN PAVILION

PRESENT: K. Barker, Mrs. J. Beattie, Mrs. L. Butler-Graham, G. Reynolds & G. Walden

ALSO PRESENT: Mrs K Bell (Clerk) & 10 residents

APOLOGIES: Mrs. E. North (unwell)

027/013 Mr Reynolds opened the meeting and welcomed all present

028/013 **Declarations of Interests or lobbying:** There were none.

029/013 **Urgent Items:** There were none

030/013 **Minutes of the meeting held on 18 February 2013:** It was **AGREED** that the minutes be **APPROVED** and signed as a true record of those proceedings.

031/013 **Update on any action identified in the minutes and not included elsewhere on the agenda:**

017/013 Iden Green Tennis Club had electronically paid the rent due for 2012/2013.

023/013.3 **Grounds Maintenance:** KCC Landscape Services had confirmed that HMT's requirements for 2013/2014 had been programmed into their works schedule.

032/013 **Benenden Village Hall**

032.013.1 KB reported and drew attention to the following:

- At a recent meeting the BVHMC had discussed a number of procedural and administrative issues.
- A minor amendment had been made to the BVHMC's Standing Orders.
- Trustees agreed that expenditure up to £500 could be authorised by the BVHMC and that above £500 had to receive the prior authorisation of the HMT.
- The Treasurer would in future be reporting quarterly.
- Consideration would be given towards a calendar of hall bookings going on the PC's website.
- The village hall would be advertised in the Pariah Magazine.
- The BVHMC had funds of £6,000.

BVHMC

032/013.2 **Committee Members:** EN and GW would join KB on the BVHMC.

032/013.4 **Resignation of Committee Members:** KB reported that the Secretary and Treasurer had resigned. It was hoped that in the first instance community spirited individuals would come forward and take on the roles.

033/013 **St Georges**

033/013.1 **Flat**

Tenancy Agreement: The agreement had been issued and signed by the tenant. The agreement took effect from 01 March 013. It was noted that the tenant had paid the first month's rent by cheque and would be setting up a regular standing order payment directly into the HMT's bank account.

Signed: Date:

Shower Repairs: GR reported that urgent shower repairs were required at the cost of £274.40. In view of the urgency of the situation he had consulted with fellow trustees who agreed to the repairs being carried. It was proposed by GR, seconded by KB and:
RESOLVED: That the shower repairs be formerly approved.

Caretakers Leaving Gift: Mr Dalrymple had not yet been advised the Trustees what he would like as a retirement gift.

033.013.2

Club (Pre-School Premises)

Lock: It was reported that the lock had become stiff and awkward to open. Following a discussion, it was:

RESOLVED: Repairs would be carried out if required.

Carpets & Linoleum: It was reported that the Pre-School were about to submit estimates for the Trustees consideration in respect of replacement linoleum and carpet which were apparently in a terrible condition. It was also reported that the wood under the door was rotten with damp. Following a discussion, it was:

RESOLVED: That Trustees would have a site inspection and the matter would be considered at a future meeting.

034/013

Iden Green Grounds Maintenance: It was reported that a quotation for the sum of £1,239.79 had been received from Mr. M. Kenward for Trustees consideration in respect of the following:

Twice monthly during the grass growing season - cutting the grass surrounding the pavilion
4 x To cut hedge and collect hedge cuttings around the above area and by the adjoining car park area
Following a discussion, it was:

RESOLVED: That the quotation would be accepted.

035/013

Car Park: No new information had been received.

036/013

Charity Commission: A response had been received; attention was drawn to the following salient points:

- Trustee's details would be updated and former trustees would be deleted from the records.
- Legislation prohibited the Charity Commission from acting directly in the administration of the charity.
- Trustees were the managers of the HMT and responsible for ensuring administrative and strategic decisions necessary for the proper and effective management including deciding how the HMT selected its beneficiaries and ensured its objectives were met when choosing which activities to carry out.
- The Trustees should make such decisions taking into account the objectives of the HMT, the funds available and any policy or guidelines that may have been established.

037/013

Finance

037/013.1

Bank Reconciliation as at 28 February 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, Current Account £15,489.76 and Business Select account £1,040.27.

037/013.2

Financial Transactions: The following transactions were **APPROVED**

RECEIPTS

BVH Wages	£568.75
St Georges Club Rent (February 2013)	£166.67
Mr D Dalrymple – St Georges Flat Rent	£400.00
TOTAL	£1,135.42

Signed:

Date:

EXPENDITURE

Aviva	Insurance	£389.36 D/D
BPC	Clerks Salary	£100.00 S/O
Benenden Heating	St Georges Flat – Boiler repairs	£2,244.02 Chq 224
M Kenward	Iden Green Grounds Maintenance	£1,239.79 Chq 225
Mr B Gear	Caretakers Contract (March 2013)	£612.50 Chq 226
Mr D Williams	St Georges Flat – shower repairs	£274.70 Chq 227
TOTAL		£4,860.37

038/013 Matters For Information

Iden Green Affordable Housing: Clarification would be obtained to ensure that the site selection process was carried out correctly; following which consideration would be given towards the sale of the land to the ERHA.

039/013 Matters to be considered in Private: There were none

040/013 Date of Next Meeting: TBC

There being no additional business, the meeting concluded at 22.10 hours.

Signed:

Date: