

HARMSWORTH MEMORIAL TRUST

DRAFT Minutes of the meeting of the Trust held on 16th June 2014 held at Iden Green Pavilion at 7.30 p.m.

Present: Cllr Thomas, Cllr Barker, Cllr Davies, Cllr Cook

In Attendance: Fiona Chalk – Clerk, 5 parishioners

040/14 NOTE OF CHAIRMAN ELECTION

It was noted that the Chairman appointed of the Parish Council is Cllr Reynolds. It was agreed that appointment of Chair and Vice-Chair for HMT would take place at the next meeting.

041/14 APOLOGIES

Apologies were received from Cllr Reynolds, Cllr Chorlton and Cllr Marshall.

042/14 DECLARATIONS OF INTEREST

There were no declarations of interest.

043/14 APPOINTMENT OF COMMITTEE MEMBERS/REPRESENTATIVES/VOLUNTEERS

BENENDEN VILLAGE HALL MANAGEMENT COMMITTEE – it was resolved that Cllrs Thomas, Cook and Davies be appointed

IDEN GREEN PAVILION – it was resolved that Cllr Barker be appointed

ST GEORGE'S CLUB – it was resolved that Cllr Reynolds be appointed

RECREATION GROUNDS – it was resolved that Cllr Reynolds be appointed.

FINANCE COMMITTEE – it was resolved that Cllr Reynolds, Thomas and Cook be appointed.

AFFORDABLE HOUSING WORKING PARTY – it was resolved that Cllr Reynolds, Barker, Cook, Davies and Thomas be appointed.

044/14 MINUTES OF THE MEETING HELD ON 17th March and 7th April 2014

It was resolved that the minutes be approved and signed by the Chairman.

045/14 MATTERS ARISING

Cherryfields – it was noted that TWBC were not currently prepared to give a right of way over their property (the road) to BPC for access to the land it is taking on from TWBC. It was agreed this was unacceptable as BPC needs to gain access to maintain the land. It was agreed the Clerk request the Council's solicitor to write to TWBC expressing this view. The solicitor should also request that TWBC will be liable for repair to the kerb stones as a result of any damage caused by their refuse lorries.

Village Hall Storage Charges – the school has responded to BPC stating it has no where else to store its equipment and as a major hirer, requested that these charges be waived. It was agreed that HMT is looking for the Village Hall committee to make a profit and therefore is not keen to set such a precedent. It was noted however, that the school cannot re-charge its clients in the same way other hirers can. It was

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

agreed the cost should be met by KCC and it was suggested a meeting between HMT, BVHMC and a school representative should take place to resolve the issue. HMT Governance Structure – Cllr Barker to meet with Mrs Beattie to find out what approaches Mr Beattie had previously made to the Charity Commission. It was noted a lot of discussion and detail needs to be worked out before any decisions can be made. Details of the situation so far have been circulated to new members.

046/14

BENENDEN VILLAGE HALL

Village Hall Management Committee report – it was noted that in future, the new Chair of the VHMC should be invited to give a report.

A closed session at the ending of the meeting will take place to discuss recognition of the previous Chair of the Village Hall Committee and remuneration of the Secretary/Treasurer position.

Facilities Booking – the Clerk advised that there is no central online diary facility for any of the 3 halls within the Parish. She advised that she is often contacted by people wanting to know when regular classes take place at the halls or when they are available for hire and she is unable to give them this information and it is not available in an easy to read diary format online on any of the village websites. She advised that there is software that can be used as a booking facility by the booking secretary's that will allow the information to be visible online. It was noted that the current booking secretary's are keen for the status quo to remain, i.e. paper diaries rather than online bookings. The Clerk suggested that the booking secretary's could forward their information to her to collate and enter onto this new system. She advised the system can also automatically generate invoices, receipts, caretaker reports etc. saving the booking secretary's a lot of paperwork. Training would be provided. It was agreed that regular clubs/classes information needs to be better communicated to the village and this matter should be looked at further. The Clerk to contact the current bookings secretary's to discuss.

047/14

ST GEORGES

Water Ingress – quotes are awaited

Fire Safety – it was resolved that the Chubb Fire safety recommendations be implemented.

Schedule of Works – it was resolved that 3 builders be approached to draw up a schedule of costed works for the Quinn Quennial survey

048/14

TREE SURVEY

The quote for works was noted but it was not clear how the works related to the notes in the tree survey. It was agreed that further clarification be sought before the works proceeded.

049/14

ASSET VALUATIONS

It was noted that the assets of the HMT are required to be valued for accounting purposes and the valuations as produced in the report by Lambert and Foster were noted (these are not insurance valuations).

050/14

FINANCE REPORT

1. The monthly finance report and schedule of payments were noted and approved and it was resolved that the Vice-Chair sign the Bank reconciliation and Bank statement.
2. It was resolved that the Accounts be approved and submitted to the Charity Commission
3. It was resolved that the Trustees Report be approved and submitted to the Charity Commission
4. Benenden Village Hall accounts were queried as there is no amount shown as being received from the Benenden Players.

051/14

DATE OF NEXT MEETING

The date of the next meeting is 21st July at 7.30 p.m. at the Memorial Hall, Benenden