

# HARMSWORTH MEMORIAL TRUST

## Minutes of the meeting held on Monday 11<sup>th</sup> December 2017 Memorial Hall

Present	Cllrs Barker, Davies, Lewis, Reynolds, Skeet and Thomas
In Attendance	C Levett, Clerk; Lorraine Jones, Village Hall Administrator

Item		Action / Responsibility
1.APOLOGIES	Apologies were received from Cllrs Cruse and Kemp	
2.DECLARATIONS OF INTEREST	No declarations of interest.	
3. MINUTES OF PREVIOUS MEETING	The minutes of the meeting held on 20 <sup>th</sup> November 2017 were unanimously approved as a correct record of the meeting and signed by the Chairman.	
4. MATTERS ARISING AND OUTSTANDING ITEMS	<p style="text-align: center;"><b>(i) Children's Playground</b></p> <p>Cllr Davies will consult with TWBC to ascertain whether permission is required to change the playground at the Recreation Ground.</p>	<b>PD</b>
5. HMT RECONSTITUTION	Cllr Barker advised that a new application had been made to the Charity Commission, and details had been circulated. Expenditure so far on the reconstitution has been less than the £3,000 allocated. The estimated cost for transferring HMT assets is £750-£1,000.	
6. BENENDEN VILLAGE HALL	<p><b>Administrator Report</b></p> <p>The Administrator's report for November had been circulated.</p> <ul style="list-style-type: none"> <li>• Current Account Balance as at 31/11/2017 is £25,334.83. November income £2,625; net expenditure £3,852. 2017/18 income £23,358; net expenditure £20,549.</li> <li>• It was agreed that HMT would meet the costs of capital expenditure on the fabric of the building and that the Hall would meet the costs of any furnishings.</li> <li>• A new log sheet and random checks will commence in the new year to encourage hirers to be more conscientious.</li> <li>• Grant funding from ACRK and TWBC is being sought.</li> <li>• It was unanimously agreed that a laptop should be purchased solely for Village Hall use.</li> <li>• Cranbrook Town FC has complained that pegs and ladders go missing from the shared storage space with Hawkhurst FC. Cllr Skeet advised that Hawkhurst does not use the storage space. It was agreed that a padlock and key should be bought for the storage cupboard with access only to the two football clubs.</li> <li>• At this time of year the football pitch becomes very boggy. It was agreed that a nominated person would check the pitch weekly to advise if games could go ahead or not.</li> </ul>	
7. ST GEORGE'S	A complaint had been received from Pre-School that glass from a broken window from the flat had been left on the ground. Cllr	<b>PD</b>

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

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

	Davies to write to the tenant.  Cllr Reynolds advised that there is still timber from a fallen tree to be cleared away.	
8. RESOURCING	<ul style="list-style-type: none"> <li>• <b>Monthly Finance</b></li> </ul> <p>The Financial Transaction Reports for November was circulated and agreed and Trustees ratified. No cheque payments to be approved for December.</p> <ul style="list-style-type: none"> <li>• <b>Resourcing Committee Meeting 27<sup>th</sup> November</b></li> </ul> <p>The minutes of the meeting had been circulated.</p> <ul style="list-style-type: none"> <li>• The budget will remain unchanged.</li> <li>• The Committee had been looking into the Trust's assets.</li> <li>• No further payments should be made to the Street Cruiser until the Parish Council is satisfied that the correct checks are in place. Both Grant Matthews and the Clerk have chased, and heard nothing.</li> </ul> <p>Cllr Davies suggested that a full valuation of all the Trust's assets should be carried out. Cllr Davies to obtain a quote for such work.</p>	<b>PD</b>
9. CORRESPONDENCE	No items of correspondence.	
10. ITEMS FOR FUTURE CONSIDERATION	Iden Green Recreation Ground.	
11. DATE OF NEXT MEETING	Monday 15 <sup>th</sup> January 2018, Memorial Hall	
	The meeting closed at 9:35 pm.	