

HARMSWORTH MEMORIAL TRUST

MINUTES OF A MEETING OF THE HARMSWORTH MEMORIAL TRUST HELD ON TUESDAY 22 JANUARY 2013 AT 21.55 HOURS IN THE MEMORIAL HALL

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

ALSO PRESENT: Mrs K Bell (Clerk), Mr R Manning (County Cllr) & approximately 10 residents

APOLOGIES: There were none

001/013 Mr Reynolds opened the meeting and welcomed all present

002/013 **Declarations of Interests or lobbying:** Mr Barker declared an interest in item 010/013.4.

003/013 **Urgent Items:** There were none

004/013 **Minutes of the meeting held on 17 December 2012:** Subject to the following words being deleted from draft minute 302 '*Whilst the present members of the Trust were of the opinion that the former trustees had acted in the best interests of the HMT,*' it was **AGREED** that the minutes be **APPROVED** and signed as a true record of the proceedings.

005/013 **Update on any action identified in the minutes of the meeting held on 17 December 2012**
Minute 302 - Legal Advice obtained by Former Trustees: The Trustees were advised that the matter had been referred to KALC and NALC and a response was awaited.

005/013 **Review of Standing Orders:** The Model set of SO's as circulated by Mr Barker and based on the BPC's SO's were considered. A discussion took place following which it was proposed by Mr. Barker, seconded by Mrs. Butler-Graham and:

RESOLVED: That subject to the inclusion of a SO dealing with bank transfers that the SO's be **APPROVED**. It was further **RESOLVED** that the SO's would be subject to an annual review at the same time as BPC's SO's.

006/013 **Constitution Review:** A discussion took place during which Trustees expressed the opinion that the Constitution should be reviewed. Following the discussion, it was:

RESOLVED: That the matter would be reviewed in six months when the Trust had a full complement of nine Trustees. In the meantime, advice would be sought from the Charity Commission with regard to the way in which they would like to see the Trust operate in order that it continued to meet its original objectives.

007/013 **Benenden Village Hall -** Mr Barker reported and drew attention to the following:

- There had been no recent meeting.
- A new dishwasher had been purchased
- The VHC were looking at the possibility of installing LED Outdoor Lighting.
- The Finances looked healthy
- The VHC were doing a good job to attract users to the Village Hall

008/013 **Iden Green Recreation Ground:** Mrs Butler-Graham drew attention to the baby swing which had been removed and needed to be reinstated. Mr Reynolds agreed to look at the issue.

Signed:

Date:

009/013

St Georges Flat

009/013.1

Tenancy Agreement: A draft Tenancy Agreement would be prepared by the Clerk and circulated to Trustees for consideration and approval. It was:

RESOLVED: That the rental would be £450 per calendar month and that the tenant would receive a £50 rent reduction for undertaking some gardening work.

009/013.2

Maintenance: Trustees discussed the heating and windows at the property which required remedial attention. Following which, the Trustees being mindful of the obligations of the Trust to maintain Trust assets, it was:

RESOLVED: That the heating and windows would be attended to. There was the possibility that the boiler would also be replaced as it was coming towards the end of its useful life.

009/013.3

Caretaker's Sick Pay: Trustees were advised that Mr Dalrymple had commenced a phased return to work for KCC. Trustees agreed that provided it was legal to do so, Mr Dalrymple would continue to receive SSP for a maximum of 6 months or until he had resumed his full duties with KCC. Trustees were delighted to learn of Mr Dalrymple's improving health.

009/013.4

Caretakers Leaving Gift: Trustees agreed that on retiring from his employment, Mr Dalrymple would receive a retirement gift to the value of £200.

010/013

Finance

010/013.1

Bank Reconciliation as at 31 December 2012: The information which had been prepared by the Clerk and copied to members was **RECEIVED, NOTED AND APPROVED**. It was further noted that the bank balances after all cheques had cleared were as follows:

Deposit Account	£500.00
Current Account	£14,454.32
Balance	£14,954.32

010/013.2

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

RECEIPTS

St Georges Club Rent (November 2012)	£166.67
St Georges Club Rent (December 2012)	£166.67
BVH Wages (November 2012)	£568.75
BVH Wages (December 2012)	£568.75
TOTAL	£1,470.84

EXPENDITURE

Aviva	Insurance	£389.36 D/D
BPC	Clerks Salary	£100.00 S/O
Mr B Gear	Caretakers Contract (December)	£612.50 Chq 212
Mr D Dalrymple	Caretakers Sick Pay (December)	£297.63 Chq 213
Inland Revenue	Salary Deductions	£260.20 Chq 214
Mr B Gear	Caretakers Contract (January 2013)	£612.50 Chq 215
Mr D Dalrymple	Caretakers Sick Pay (January 2013)	£297.63 Chq 216
KCC	Grounds Maintenance	£1,138.04 Chq 217
TOTAL		£3,708.86

Signed:

Date:

010/013.3 **Gang Mowing 2013:** Trustees were advised that apart from the quotation which had been received from KCC Landscape Services no alternative quotations had been received for consideration. 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:
RESOLVED: That the matter would be deferred to the next meeting.

010/013.4 **Review of Fees and Charges**

010/013.4.1 **2012/2013 Iden Green Tennis Club (currently £225 p.a.)**
Following a discussion, it was proposed by Mr. Reynolds, seconded by Mrs Beattie and:
RESOLVED: That the rent would be increased to £300.

010/013.4.2 **2013/2014 Allotment Field (currently £87.50 p.a.)**
Following a discussion, it was proposed by Mr. Reynolds, seconded by Mrs Beattie and:
RESOLVED: That the rent would remain unchanged.

011/013 Matters For Information
Allotments: Trustees were advised that letters of application had been received from 7 residents interested in acquiring an allotment on HMT land at Iden Green. Letters had been sent to the residents advising that there was currently no allotment provision however a waiting list had been opened up and they would be amongst the first to be offered an allotment if and when they became available. It was agreed that the provision of allotments would be placed on the agenda as a substantive item for consideration at the next meeting.

012/013 Date of Next Meeting: Confirmed as 18 February 2013

Signed: Date: