

# HARMSWORTH MEMORIAL TRUST

## Minutes of the meeting of the Trust held on 15<sup>th</sup> December 2014 held at the Memorial Hall, Benenden

Present: Cllrs Reynolds, Thomas, Chorlton, Henning, J Ellis, Davies, Barker, P Ellis and Marshall.

In Attendance: Fiona Chalk – Clerk, 7 parishioners, Cllr Holden and Cllr Dawlings.

### 096/14 APOLOGIES

Apologies were received from Cllr Hall.

### 097/14 DECLARATIONS OF INTEREST

There were no declarations of interest.

### 098/14 MINUTES OF THE MEETING HELD ON 17<sup>th</sup> November 2014

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

### 099/14 MATTERS ARISING

1. Quinn Quennial Quotes – the Clerk advised she has approached 12 companies and only one have come back with a quote against the 5 year Quinn Quennial survey. **It was resolved that the quote by FWA be accepted and work begin on the first year's repairs.**
2. Cherryfields Drainage – report from TWBC still awaited.
3. Grounds Maintenance Contract – The Clerk advised the Tender has been sent out with a closing date a week prior to January's meeting.

### 100/14 BUDGET

The Budget Proposal was noted for the Trust. The main variations noted are:

1. Benenden Pre-School – rental costs have not been reviewed since 2009 and will increase.
2. St George's Cottage – is now empty but after some refurbishment, will be let again at a higher rental value.
3. Clerk has requested 4 more hours in addition to the 4 hours weekly she currently works for HMT.
4. St George's Building – the Quinn Quennial report recommends a spend of £25000 over the next 5 years, the village hall also needs some maintenance highlighted in its Quinn Quennial.
5. The income from ERHA is noted in the Budget, although the contracts have not yet been signed so this is not guaranteed at this point.

**It was resolved that the Clerk be granted a further 4 hours a week for the Harmsworth Trust work from January 2015. It was resolved the budget be approved.**

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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*

101/14

**IDEN GREEN ALLOTMENT FIELD**

It was noted that the Section 106 agreement and lease have not yet been signed by the other parties. A Deed of Variation is still awaited from Lord Rothermere. It is noted that work needs to commence by March in order to meet ERHA funding requirements. **The Trustees noted and approved of ERHA's registering of the unregistered land at Vyvyan Cottage that is within their Title.**

102/14

**BENENDEN VILLAGE HALL**

1. The November report on bookings and finance was noted (a copy is filed with these minutes).
2. The specification for the redecoration of the hall was noted. It was resolved the Clerk put this out to Tender.
3. Hire Charges – **it was resolved that any Charitable organisation hiring the hall, be given residents rates. The Administrators were given authority to negotiate rates with hirers.**

103/14

**ST GEORGES**

1. Cottage – The Clerk advised that a Letting Agent has advised the rental value after minor redecoration would be £1000, and after full refurbishment would be £1200. **It was resolved that the Clerk approach 2 further agencies with building surveyors and ask them to draw up a required specification for rental.**
2. Pre-School Hire Charges – The Clerk reported a proposed 25% rise on the rental per session had been agreed as being acceptable by the Pre-School – no increase having been made since 2009. **This new rate, applicable from January 2015 and with a consideration of a further 20% rise from September 2015, was proposed by Cllr J Ellis and seconded by Cllr Thomas. It was resolved the Clerk invoice this new amount on a termly basis and draw up a written contract for the Pre-School to confirm the responsibilities of both HMT and the Pre-School.**
3. It was noted that there is lack of clarity as to the water supply and waste water. The Clerk confirmed that the Cottage and Pre-School are on the same bill. **Cllr Marshall agreed to look into the water infrastructure and to confirm who pays for a supply.**
4. It was noted that the lights at the back of the Club are not working. **It was resolved that the Clerk have an electrician fix these as a matter of urgency.**

104/14

**FINANCE REPORT**

1. The monthly finance report and schedule of payments were noted and approved. **It was resolved that the Chair sign the Bank reconciliation and Bank statement.**
2. **It was resolved that the annual grass cutting and strimming around the Iden Green Pavilion be added to the Ground Maintenance Contract, rather than being carried out by an individual.**

105/14

**COMPLAINTS POLICY**

To be presented at the next meeting.

**106/14            CORRESPONDENCE**

The correspondence report was noted.

**107/14            CARETAKER CONTRACT – CONFIDENTIAL**

**108/14            ITEMS FOR FUTURE CONSIDERATION**

1. Complaints policy
2. Financial Regulations amended to allow BACs payment of Salaries

**109/14            DATE OF NEXT MEETING**

The date of the next meeting is 19<sup>th</sup> January 2015 at Iden Green Pavilion. The next Planning meeting on 9<sup>th</sup> January 2015 at 9.30a.m.

The meeting closed at 10.20 p.m.