

HARMSWORTH MEMORIAL TRUST

Minutes of the meeting held on Monday 17th July 2017 Memorial Hall

Present	Cllrs Cruse, Davies, Henning, Lewis, Reynolds and Thomas
In Attendance	Caroline Levett – Clerk; 1 member of the public was in attendance.

Item		Action / Responsibility
1.APOLOGIES	Apologies were received from Cllrs Barker and Skeet, Lorraine Jones and David Harmsworth.	
2.DECLARATIONS OF INTEREST	There were no declarations of interest.	
3. MINUTES OF PREVIOUS MEETING	It was agreed that the minutes of the meeting held on 20 th June 2017 be approved and signed by the Chairman.	
4. MATTERS ARISING AND OUTSTANDING ITEMS	<p style="text-align: center;">(i) Reconstitution of the Harmsworth Memorial Trust</p> <p>The BVT Steering Group last met on 20th June. There has been communication between group members and Simon Leney and there has been some progress, although a report from Simon Leney is still awaited.</p> <p style="text-align: center;">(ii) Children’s Playground</p> <p>Trustees unanimously agreed to seek planning permission to move and replace the existing play area at the Recreation Ground as previously agreed. Cllr Davies will seek advice from TWBC on the existing plans.</p>	PD
5. BENENDEN VILLAGE HALL	<p>Full reports and financial information for June had been circulated prior to the meeting.</p> <p>(i) 2017/2018 Quarter 1 income levels are up by 29% on the 2016/2017 financial year, and up by 61% on the 2015/2016 financial year.</p> <p>(ii) 2017/2018 Quarter 1 expenditure levels have increased by a nominal 1% on the 2016/2017 financial year and decreased by 12% on the 2015/2016 financial year.</p> <p>(iii) A wedding reception held at the hall on 15th July generated a number of complaints regarding the level of noise and the time the party ended, after the stipulated time of 11pm as set out on the booking form. It was agreed that Lorraine will make this even clearer in future, and the complainants will be advised of this.</p> <p>(iv) As a result of some of the toilets not working on 15th July plumbers were asked to investigate. It has since been thought that low water pressure may have been the problem. Cheesemans will provide a full review.</p> <p>(v) A request that Tenterden Twilight and Lorraine Jones be paid by standing order. Cllr Thomas to discuss with Lorraine.</p>	NT

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

	<p>(vi) It was agreed that Cllr Davies should be made a signatory on the bank account as currently there are only two, Lorraine and Cllr Thomas.</p> <p>(vii) Quotes for new stage curtains and drapery are being sought.</p> <p>(viii) The agreed deep clean of the hall's pergo flooring will be carried on 30th August.</p> <p>(ix) The annual Health & Safety Audit/Legionnaires Risk Assessment will be carried out shortly.</p> <p>(x) New regular term time hirers will be starting in September.</p>	
6. ST GEORGE'S	<p>The remedial electrical works identified following the electrical inspection have been carried out at the Club and Pre-School. Two new radiators are needed in Pre-School. Cllr Davies to follow up.</p> <p>The gas boiler test in the flat has been carried out.</p> <p>Cllr Thomas asked if the tenant will be renewing her contract in August. The Clerk to enquire.</p>	<p>PD</p> <p>CL</p>
7. FINANCE	Transaction reports and bank reconciliations for June were agreed, and payments for July 2017 were approved.	
8. CORRESPONDENCE	No items of correspondence.	
9. ITEMS FOR FUTURE CONSIDERATION	It was agreed that consideration should be given to any immediate works required at St George's, with reference to the Quinquennial report.	PD
10. DATE OF NEXT MEETING	Monday 18 th September 2017, Iden Green Pavilion. Cllr Henning gave his apologies for this meeting.	
	The meeting closed at 9:30 pm	