

BENENDEN VILLAGE TRUST
Trustees' Meeting Monday 27th July 2026, 7pm, Iden Green Pavilion
MINUTES

PRESENT	Trustees Kent Barker, Tom Dawlings, Martin Dickson (Chairman), Peta Grant, Julie Lewis, Chris Parkinson, Paul Tolhurst, Mike Taylor. Caroline Levett (Trust Manager).	
1. APOLOGIES	Apologies received from Simon Brown and Sally Ann Marks. Simon Brown resigned as a trustee wef 27 th July.	
2. MINUTES OF PREVIOUS MEETING	The minutes of the Trustees' meeting held on 27 th April 2026 were unanimously approved as a correct record of the meeting and were signed by the Chairman.	
3. FINANCE, GOVERNANCE AND COMPLIANCE	The full minutes of the FGC Group meeting held on 14th July were circulated. To note: a) <u>Cashflow/income and expenditure</u> - Total income Q1 £23,029. BVT £12,680; BVH £10,349. - Total expenditure Q1 £21,927. BVT £7,830; BVH £14,097. - Bank Account Balances at 30th June – BVT current account £1,381; BVT savings account £49,718; BVH £6,925. All accounts £58,024. - Total income 2025/26 £102,824 included fundraising £3,048 (net), grants £5,320 and refund £1,035. Without these items income was £95,603. - Total expenditure 2025/26 £77,724 less fundraising cost £2,182 = £75,542. - CL explained various worst-case scenario assumptions which would result in approximate year-end projections 2026/27 income £86,000 and expenditure £85,000, highlighting the need to remain vigilant. b) <u>COIF</u> - Income received - May 2026 £5,798.28. - Holdings value 31st March 2026 total £717,458. Income Fund 38,966.93 units, value £694,383; Accumulation Fund 97.09 units, value £23,075. 30th June 2026 total £769,803. - Holdings' values continue to fluctuate primarily because of the war in the Middle East. - Consideration is still being given to changing BVT's fund manager. The findings and recommendations, and an Investment Policy, will be presented to October's meeting. c) <u>Insurance</u> - Insurance renewal due 1st August. - Quote/schedule received from broker, AJ Gallagher, remaining with the insurer Hiscox. - Total invoice has increased from £5,223.75 last year to £5,897.24 this year. - The broker negotiated no rate increase and the change is as the result of index linking applied at 5% for buildings and 3% for contents. - Sums insured values: BVH £3,353,065; SGH £2,529,150; Playgrounds £178,463; BVH Contents £61,800; Sports Equipment (goalposts and nets) £1,030. - Building Reinstatement Cost Assessment at January 2024 sets BVH at £2,382,000 including VAT and SGH at £1,940,400 including VAT. - Current policy includes a business interruption loss of income cover of £10,000 for a 12-month period. The Group agreed to seek a revised quote for a 36-month period and the level of cover based on actual income – BVH £41,924 and SGH £23,595. - A revised quote is awaited and will be circulated for approval by all trustees.	MD
4. RISK MANAGEMENT	- Property, Membership, HR and Finance, Governance and Compliance risk management documents have been reviewed and agreed. - All risk management documents are published on the website.	

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	• There have been some issues with both BVT and BVH websites being suspended. • CL has resolved the BVH website and email issues as an immediate priority and will work on BVT website.	CL
5. LEASES	a) <u>Benenden Pre-School</u> • BPS has accepted an increased rent to £6,000pa wef 1st September 2026. • Justin Nelson was instructed to draw up a new lease agreement (cost £600) and a draft has been received. • It is still unclear how long BPS may remain at SGH. The new lease is for 12 months and either party may bring the lease to an end before the lease term expires by giving one month's written notice. b) <u>Iden Green Pavilion</u> Detail set out in FGC Group minutes. • An amended Draft Heads of Terms, with the Landlord and Tenant Act 1954 section 24-28 exclusion withdrawn, as agreed by Trustees, had been accepted by IGP Trust. • Halletts have been instructed to draw up a new lease agreement. c) <u>Benenden Bowls Club</u> • Draft Heads of Terms agreed by trustees had been sent to BBC. • BBC representative advised that these will not be put to BBC members until rental evidence is received. • MT had carried out further research and provided comparable evidence which will be shared with BBC. • The figures put forward by BBC are not a market rent value and a more important value is that which the District Valuer determines. • Trustees agreed that the BVT proposal of £1,000 pa is not unreasonable and discussions with BBC will continue. • KB highlighted that the land is of value to BVT if used for another purpose. d) <u>Cottage</u> Detail set out in FGC Group minutes. • Notice received from current tenant, ending the tenancy on 11th September. • Trustees agreed that the property should be re-let. • FGC Group is considering letting agents, their fees and services, ready to start the letting process. • An assessment will need to be made on any refurbishment work which will be required. It is likely the cost of replacing the oven will be in region of £600. BVT is aware that some carpets need replacing and work is required on the bathroom tiling.	MT/ MD FGC GRP
6. PROPERTY	The full minutes of the Property Group meeting held on 6th July were circulated. PT highlighted the following: • BVH ❖ Gas costs/consumption and heating - Full reports were circulated. Gas consumption appears to have reduced since the installation of the new boiler, however there have been unavoidable increases in the cost of gas due to external factors. Phase 2 of BVH heating to replace the boiler in the office will be considered when finances allow. ❖ Windows - Replacing the Velux windows over the balcony is a top priority and grants are being researched. To replace these 4 Velux windows and fit solar-powered remote control blinds would cost approximately £8,500. To replace all 8 Velux windows approximately £17,000. To replace all windows in both halls and the kitchen approximately £23,000. ❖ Soundproofing - There remain issues with the sound quality in the main hall but to try to rectify this could cost a lot of money without any appreciable benefit. ❖ The Property Group had considered a list of projects and improvements, including redecoration, received from JB. ❖ Property Group to meet with JB to carry out an inspection.	PROPERTY GROUP

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	Other items to note: • St George's Hall ○ AH Builders to carry out chimney repairs with a capping cowl to be fitted and plastering completed at a later date. ○ Tembo has been asked to update his previous fencing quote. No agreement as yet from BPS to meet the costs of the sleepers. To be discussed further with BPS once quote received. ○ AJC Electrical has completed the work to replace sensors to 3 outside lights. ○ Quote has been sought to change the immersion unit in BPS water heater. • Playgrounds ○ RoSPA health and safety inspections have been carried out and the Property Group will review the reports once received. ○ Fundraising for the installation of both playgrounds was tremendous but there is little funding available for ongoing maintenance, and these costs will increase. • Trees ○ Quote sought to place a good quality wood chip mulch around the base of the 4 trees on the northern boundary of Benenden recreation ground. ○ Soil treatments of phosphorus, potassium and magnesium were carried out by Bartlett.	
7. VILLAGE HALL	a) <u>Income and Expenditure</u> • Q1 actual income £10,349. • Q1 hours usage 479 (£8,750). • Q1 Expenditure £14,097 - includes £4,320 for the new lighting which was met from a grant received from BPC 2025/26. • Additional Pilates classes have started on Tuesday and Friday evenings. • Ami Piper has resumed a class on Saturday mornings and plans to increase other classes. • Scottish Country Dancing on Friday mornings is moving to Sissinghurst Village Hall. BVH Manager has advertised the availability of this slot. b) <u>Portable Appliance Testing</u> • JB completed training and the hall equipment has been calibrated. • JB is able to inspect, test and certify electrical appliances, and has started doing so. c) <u>Window Cleaning</u> • J&G Windows has cleaned all windows, except the 4 velux windows recreation ground side, at a cost of £20, using their own onboard ionised water. • JB has arranged for windows to be cleaned every 3 months.	
8. HR	• Trustees had agreed a cost of living pay increase for all staff of 2.5% to be backdated to 1st April 2026. • Employee performance reviews to take place in August. • JL and CL to meet to discuss performance reviews and HR policies in August. • HR Risk Management document agreed by HR Group.	JL/CL
9. STRATEGY	• Strategy meeting to take place on Tuesday 20th October at 7pm. • If a follow up meeting is required this will take place on Monday 9th November. • PT has drawn up a dynamic spreadsheet of 6 options for SGH and these will be considered alongside KB's proposals for redeveloping. • Documents to be circulated to all trustees.	
10. LITTER BINS	• Concerns raised about overflowing bins and rubbish scattered across the recreation ground and pavements. • TD and CL have raised this issue with TWBC over a number of years. The only suggestion which TWBC has so far made is to move one existing bin to another location. This would be ineffective. • TWBC is responsible for placing the litter bins and for emptying them, and BVT has requested larger bins and which are lidded in some form, with either BVT or BPC paying for these if necessary. • TWBC has not responded to this request nor has it been able to give a guarantee that any new bins	

	provided by BVT/BPC would be emptied. • TD continues to chase TWBC.	
11. TRUSTEE MEMBERSHIP	• SB has resigned as a trustee as he will be moving away from the area but will remain an advisor to the Trust for the next few months. • Trustees to consider any possible replacements. • MD confirmed that he will remain as Chair until the end of the year.	
12. ANY OTHER BUSINESS	• PT advised that he will be organising a Film Night to take place on 9th October and has discussed catering with Grant Matthews.	
	Meeting closed at 8.20pm.	

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