

BOUGHTON UNDER BLEAN VILLAGE HALL
Management Committee Meeting
Held in the Library at Boughton Village Hall
on Tuesday 25 July 2023
At 19.30



Minutes

- 1. ATTENDEES**
 - a. C Clayson, C Goatham, L Short, C Ennis & Treasurer / Lettings secretary
- 2. APOLOGIES**
 - a. J Muteham
- 3. DECLARATION OF INTERESTS**
- 4. ACCEPTANCE OF MINUTES for 27 June 2023 meeting and signed by chair**
 - a. Accepted and signed
- 5. PUBLIC PARTICIPATION**
- 6. MATTERS ARISING**
 - a. Insurance – Bar – The chairman has spoken to the manager of the bar but has not heard from him with confirmation as to whether he now has public liability insurance or not. The lettings secretary confirmed that she has not heard from him either. The chairman will contact him again to clarify the situation but the matter will need to be discussed by the trustees to decide if the bar should go out to tender.
 - b. E K Fire Protection Quote – As requested, the treasurer contacted the following companies;
 - i. E K Fire Protection – They have provided an up-to-date quote; the quote is for £1218.00 including VAT
 - ii. CTA Fire Ltd – An engineer has been to the hall to inspect the fire alarm system and has found several other areas / items that need attention. The treasurer to contact CTA Fire to ask for a quote for work to be carried out, on any of the items that they have mentioned that they consider necessary.
 - iii. Cantwareburgh Fire Safety – The Fire Safety Consultant who carried out the fire risk assessment at the village hall, confirmed that he was not involved in conducting any work that was required but recommended places to buy equipment and a local company, Guardian Security, who should be able to provide a quote for any work required.

iii. Guardian Security – A Fire consultant came to inspect the hall on Thursday 20 July 2023. He confirmed that the village hall had been fitted with a L4 system, which, after inspection, deemed was adequate for the village hall and the activities undertaken there. He said that unless the insurance company were requesting extra fire safety features or a fire risk assessment had highlighted any areas that needed work, he considered that the system was adequate and did not make any recommendations.

- c. Crowdfunding – No further update. To be placed on agenda for next meeting.
- d. Heating – No further update. To be placed on the next agenda.
- e. Set date for meeting – Review of policies and hire fees – A date to review the policies and hire fees was made for Tuesday 1 August to be held in the library at 7.30pm.

7. TASK LIST

8. PROPERTY AND MAINTENANCE

- a. Urinal Refurbishment – Smart Plumbing came out to the hall on Thursday 6 July and inspected the men’s toilets, we are still waiting on the quote. S J Harris Installations have not yet been to the hall for a site visit. Carty Property Maintenance has provided a quote for several areas inside and outside the property that are on the list for work to be done. The treasurer to contact another contractor to ask for a further quote for comparison. The treasurer to email all quotes to the Parish Council clerk as the matter will need to be discussed by the trustees. To be placed on the next agenda.
- b. Lights in Library – The electrician was asked to look at one of the lights in the library as it was making a buzzing sound. The connections were loose and the earth was not connected. However, the electrician has recommended that consideration is given to replacing the lights in the library for LED, as the internal workings are very brittle and one of the lights has the cover missing, leaving the bulb exposed. The committee were in agreement that this should be looked at but the asbestos in the ceiling will need to be removed first. The treasurer to chase up Medway Insulations Ltd regarding a site visit, as they have not yet returned her call.

9. PERSONNEL

- a. Maintenance / Handy Person Required – A total of 6 people have applied for the position. The chairman to contact them all and arrange for interviews to take place at the hall. They must all bring a C.V. with them and a letter in writing confirming their rate of hire.

10. FINANCE / ADMINISTRATION

- a. Finance report
 - a. Agreed but not signed as only two council members present
- b. Payments for approval
 - a. The cheques were not signed as only two council members present at the meeting.
 - b. Administration - £1669.62

- c. Cleaner – £814.00
 - d. Key holder - £52.00
 - e. GGS Kent Ltd - £115.20
 - f. Prince & Gisbey Architects - £375.00
 - g. Return of Deposit 01/07/23 - £25.00
 - h. Return of Deposit 01/07/23 - £50.00
 - i. Return of Deposit 02/07/23 - £50.00
 - j. Electrician - £50.00
 - k. Maintenance Contractor - £86.30
 - l. Return of Deposit 18/07/23 - £50.00
 - m. Return of Deposit 21/07/23 - £50.00
 - n. Return of Deposit 22/07/23 - £200.00
 - o. Mindfulness Classes - £195.00
 - p. Website Hosting - £180.00
- c. Cancellation – HBHS – 05/07/23 – A booking made by Herne Bay High School for Wednesday 5 July 2023 was cancelled with only a few days' notice due to the teachers strike. The booking was originally made for Wednesday 28 June 2023 but was rearranged due to a clerical error at the school. Due to the lateness of the cancellation and the administration involved in the booking and re-arranging of date, the committee decided that neither the deposit or hire fee should be refunded but the matter would be discussed again if they got in touch and asked for any money back.
- d. Natwest Bank Account- Additional Signatory – In order for an additional signatory to be added to the bank account, it must be documented in the minutes that the trustees of the village hall have agreed to this. This must be put on the agenda for the next trustee meeting.
- e. Castle Water – Water efficiency Audit - No update, still waiting for Castle Water to contact the treasurer. The online account is now working again and a meter reading was taken on 21 July 2023. The meter showed a reading of 8427, which was successfully updated on the village hall online account. The balance outstanding shown on our online account, as at 25 July 2023 is £764.94.
- f. Grant Money – There is a total of £366.12 left in grant money that was received in 2023 and £251.20 grant money left over from the previous year. The grant money is used to pay for mindfulness classes for the elderly and vulnerable and to put on events such as afternoon tea and fish and chip lunches for the elderly and vulnerable residents of the local community. The lady who runs the mindfulness classes has asked for confirmation as to how many more classes she can run on the amount of grant money that is left. The chairman asked the treasurer to work out how many more classes this would be and to let the organiser know.
- g. Boughton Parish Council – Subsidy Invoices – The treasurer was asked by the clerk for the parish council to submit invoices made out to the council, for subsidising Boughton Players, the Parent & Toddler Group and the coffee

mornings. Although the invoices were approved at the village hall committee meeting held on Tuesday 25 April 2023, they were not approved for payment at the council meeting on Tuesday 9 May 2023. The committee members decided that the matter would need to be discussed at the next Parish Council meeting and the treasurer should email the invoices for April 2022 to March 2023 to the clerk for discussion at the next meeting.

11. CORRESPONDENCE

12. LETTINGS

- a. **Online Bookings –** The lettings secretary explained that the free trial is due to end on 14 August 2023. At the moment the system is not online but is being tested by the lettings secretary to see how effective it is. The booking system, if used, will allow an online calendar, so people accessing the website will be able to see when the hall is available but will also manage bookings from enquiries through to invoicing and reporting. The system should, in time, reduce the amount of time, currently spent on booking enquiries and invoicing. The only problem visible at the moment, is that the system only allows the main hall to be booked and it is not possible to enter other events onto the system that are using the library or sports facilities at the same time. Also, it is not possible to enter 2 events such as cleaning and the monthly coffee morning onto the system as the system detects that the times will obviously clash. The chairman will speak to the company who host the website to see what they can offer.
- b. **Emergency Telephone Numbers – Website –** There is still only 1 number on the emergency number list for hirers to call if they are experiencing problems while at the hall. C Ennis suggested that if the bar was to go out to tender and for example, the local pub, The Queen’s Head, had the winning bid, it might be possible to put the pub telephone number on the emergency number list as there should be someone available to assist with problems for the majority of the time that the hall is booked. The chairman also suggested asking the key holder to see if they would consider going to the hall in an emergency. Cllr Clayson to speak to the key holder.
- c. **KCOCC – Cancellation – 14/07/23 –** Kent Carpet Oval Car Club cancelled their booking on Friday 14 July, giving only a day’s notice. They did, however, try to rearrange the date but couldn’t due to the dates already being booked. The committee were in agreement that the car club are regular hirers and do not cancel often and therefore they should not be charged on this occasion.
- d. **Charity Event – Danceathon –** The lettings secretary has been contacted by a lady who is looking to hire a hall for a charity fundraiser by putting on a 24-hour danceathon. People would be joining in at various times and she would be planning on using You Tube dance exercise videos through the event. The committee were in agreement that the licence for playing music at the village hall stops at midnight and we could not have people coming

and going during the night and disturbing the local residents. The lettings secretary to contact the lady and let her know the committee's decision.

13. MEMBERS COMMENTS / REPORTS

**14. DATE OF THE NEXT MEETING – 1 August 2023 – Review policies & hire charges
29 August 2023 – Normal meeting**