

BOUGHTON UNDER BLEAN VILLAGE HALL
Management Committee Meeting
Held in the Library at Boughton Village Hall
on Tuesday 27 June 2023
At 19.30



Minutes

1. ATTENDEES

- a. C Clayson, J Muteham, L Short, C Ennis & Treasurer / Lettings secretary, P Ray has resigned from his position as chairman & from the committee

2. APOLOGIES

- a. C Goatham

3. DECLARATION OF INTERESTS

4. ACCEPTANCE OF MINUTES for 30 May 2023 meeting and signed by chair

- a. Accepted and signed

5. PUBLIC PARTICIPATION

6. MATTERS ARISING

- a. Election of Chairman – As only a member of the council can stand for chairman of the village hall management committee, the decision was to be made between C Clayson & J Muteham. J Muteham declined to stand. C Clayson was elected as chairman.
- b. Insurance – Bar – As requested, the treasurer drafted a letter to the bar manager informing him that the bar would be put out to tender. The chairman decided, however, that the matter should be discussed and a decision made by the trustees. The lettings secretary was concerned that if the bar manager was to take umbrage and leave, then the bookings that have been made that require the bar, during the next few months, may be in jeopardy. The committee members agreed that a short-term plan needs to be in place. The chairman will speak to the bar manager directly.
- c. E K Fire Protection Quote – The treasurer to contact the following companies asking them to provide quotes for the work that needs to be done;
 - i. E K Fire Protection for an up-to-date quote as the original quote was dated 9 June 2022
 - ii. CTA Fire Ltd
 - iii. Cantwareburgh Fire Safety – To speak to the Fire Safety Consultant who carried out the fire risk assessment at the village hall.

To be placed on the agenda for discussion at the next meeting.

- d. **Crowdfunding – Benefact Group is one organisation where you can nominate a registered charity for a £1000 award. The chairman is currently looking at Spacehive which has been created by Kent County Council. The village hall is also signed up to the Faversham and District Community Lottery as a good cause. The committee decided that we must promote this more in order to get some support and therefore funding. The treasurer to access the advertising material available and print posters and leaflets. To be placed on agenda for next meeting.**
- e. **Heating – GGS have been out to look at the heating fault. One of the boilers was showing a fault and it was re-set by the engineer. One of the committee members volunteered to contact the former chairman to find out how far he had progressed in obtaining quotes for the installation of new electronic thermostats.**
- f. **Budget – The chairman has produced a report detailing the various areas around the hall, internally and externally that need attention. This will need to be discussed by the trustees at their next meeting on Tuesday 4 July 2023. The chairman to send the report to all trustees.**
- g. **First Aid / Defibrillator Training – This is taking place on Wednesday 18 October between 10 am and midday. The trust has confirmed that a donation is not requested or required and refreshments may be served after the first aid tuition. The village hall could consider making a donation providing any money raised covers the 2-hour hire fee of £56.00 and the cost for the refreshments. The chairman has confirmed that the pop-up café will provide the refreshments. The committee member responsible for organising the event will write a piece to be published in the community magazine, advertising the event.**
- h. **Water efficiency audit – The treasurer has completed the online form but is still waiting for a response from Castle Water.**
- i. **Website Changes – A member of the committee has been looking into an online booking system for the website. Introducing a calendar onto the website will give potential hirers the opportunity to see if the date they are wanting to book is available. By completing the booking form, it will then be possible to create an invoice, email responses will be automatically generated and the whole booking process should be made a lot simpler. Making changes to the website can only be done at the moment by Faversham Designs who have created the website. The committee to consider allowing committee members to make small changes instead. The lettings secretary to arrange a meeting for further guidance on the new booking system.**
- j. **Set date for meeting – Policies to be reviewed – As the village hall is a committee of Boughton under Blean Parish Council, we should have the same policies in place. However, the village hall does have more policies in place compared to the parish council and these need to be identified. The chairman to contact the clerk for the parish council and between them**

decide which policies need to be reviewed. A date to review the policies was made for Tuesday 18 July to be held in the library at 7.30pm.

- k. Set date for meeting – Financial Meeting – A meeting to review the hire rate for the village hall and for the regular hirers was set to take place after reviewing the policies on Tuesday 18 July 2023.
- l. Storage request for goal posts – The council have been successful in securing a grant, to spend maintaining and improving the condition of the pitch. As a result, the football teams that use the pitch would like the goal posts to be stored away in the village hall, when they are not being used. It was agreed that the goal posts could be stored in the changing rooms. Storage will continue to be charged at £10.00 per month but this may increase after the hire charge review on 18 July.

7. TASK LIST

- a. Fire alarm service due – This was carried out on Monday 12 June 2023.
- b. Drain cleaner – Cleaner to carry out.

8. PROPERTY AND MAINTENANCE

- a. Urinal Refurbishment – The treasurer to contact Smart Plumbing, S J Harris Installations and Carty Property Maintenance to ask them to provide us with a quote. To be placed on the next agenda.
- b. Ceiling in changing room – The ceiling in one of the changing rooms has started to come down in one corner and is resting on a copper pipe. The treasurer to ask Carty Property Maintenance to provide a quote for repairing the ceiling. The treasurer to ask the cleaner to ensure the changing room is locked to prevent anyone gaining access.
- c. The treasurer to contact Medway Insulations Ltd to arrange a date and time for them to visit the hall and prepare quotes for the removal of the asbestos in all of the ceilings in the village hall.
- d. The instant hot water boiler on the kitchen wall is still not working despite a new solenoid being fitted. S J Harris Installations has now ordered a thermostat and PCB.
- e. It was mentioned at the meeting that a hirer, has experienced difficulty operating the cooker, as the markings which show what knob operates each burner / grill / oven, have worn away. The treasurer informed the committee that stickers have now been fixed to the cooker, as a replacement for the original markings.
- f. The pipes have been lagged which were a legionella safety requirement. The treasurer to contact S J Harris Installations to see if it would be possible to remove the water tank and access the water directly from the mains instead.

9. PERSONNEL

- a. Maintenance / Handy Person – Required – The maintenance man has decided, due to other work commitments, to resign from the position at the village hall. A member of the committee to ask the clerk for the parish council to put an advert on Facebook advertising the vacancy and to place adverts on the notice boards in the village.

- b. Laptop – Administration – It was agreed at the last committee meeting that a laptop should be purchased for the treasurer / lettings secretary to use and preferably it should be the same model as the one which was bought by the parish council for the clerk to use. There has, however, been a significant price increase. The committee members agreed that the same laptop should be purchased despite the increase in price but the treasurer should check first with the clerk to make sure there is no reason why she would now choose a different model.

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 - £752.00
 - c. Cleaner – £756.00
 - d. Key holder - £52.00
 - e. E K Fire Protection - £228.00
 - f. Return of Deposit 10/06/23 - £50.00
 - g. Mindfulness Classes - £260.00
 - h. S J Harris Installations - £390.00
 - i. Return of Deposit 24/06/23 - £50.00
 - j. C Clayson – Jubilee weekend items (from grant money) - £333.88
- c. Castle Water – No update as treasurer unable to access online account. To be discussed at the next meeting.
- d. Grant Money – There is a total of £636.12 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.

11. CORRESPONDENCE

Letters received in the post from;
365 Business Finance Ltd – Flexible Finance
Adams Cash & Carry Ltd
Potters Resort Letter addressed to SMBC – The chairman took this letter to hand deliver. The rest was not applicable and could be disposed of.

12. LETTINGS

- a. Online Bookings – Already discussed.
- b. Medau – This regular hirer has now cancelled all classes and will not be returning to the village hall due to personal reasons. As a thank you for the many years they used the village hall and as a token of their appreciation, they paid for the classes they would have had for the month of May. Medau advert will need to be removed from the website.

- c. **Complaint from Karmau – The lettings secretary received a complaint via text from the organiser of the group Karmau. He arrived at the hall on Friday 19 May, to find the maintenance man clearing up from having painted sections of the main hall. He was concerned that the hall would smell of paint and was displeased that he had not been informed. After apologising and explaining that the lettings secretary had not been aware that the hall was going to be painted that day, the matter was resolved. However, after speaking to the maintenance man, it became apparent that the organiser had actually turned up at the hall at 5pm when his hire time did not start until 6pm. The committee decided that the lettings secretary should email all regular hirers reminding them to please be respectful that other people may be in the hall before their booking is due to start and they should not pick the keys up until 15 minutes beforehand.**
- d. **Emergency Telephone Numbers – Website – There is only 1 number on the emergency number list now for hirers to call if they are experiencing problems while at the hall. On most occasions they will ring the lettings number. The lettings secretary on many occasions cannot help due to other responsibilities and is not always able to answer the phone immediately. A committee member suggested looking into the idea of having one number, which the hirers are given to call in an emergency, which in turn dials lots of numbers that are listed until someone answers but there does need to be a back-up plan in place in case no committee members can be reached. It was suggested talking to the landlord of The Queen’s Head pub. A pub is generally open most of the day and very late into the night. If someone was willing to go to the hall if needed and sort out the emergency, the committee would know that someone would always be on hand to help. They would not be expected to do this for nothing and the idea will need to be discussed in more detail. If the problem was caused by the hirer acting irresponsibly, opening a door that they shouldn’t and setting the alarm off, causing the fire alarm to go off as they have lit candles etc then part of their deposit could be retained and given to the person who attends the emergency. One of the committee members agreed to having his number put on the list but would need training to know how to turn the alarms off and could only attend if he was not working and obviously able to do so. To be discussed at the next meeting.**
- e. **Police Surgeries – The lettings secretary has received a phone call from PC Gary Morris who would like to hold monthly police surgeries at the village hall. The committee suggested that the ideal time would be at the monthly coffee mornings where there would already be people in attendance. St. Barnabas also hold monthly coffee mornings. The lettings secretary to email him this information detailing the dates for the coffee morning and advising him that if he wanted to book the hall at any other time, the normal rate of hire would be applicable.**

13. MEMBERS COMMENTS / REPORTS

14. DATE OF THE NEXT MEETING – 18 July 2023 – Review policies & hire charges
25 July 2023 – Normal meeting