

BOUGHTON UNDER BLEAN VILLAGE HALL
Management Committee Meeting
To be held on Wednesday 5 April 2023
At 19.30 in the Library (Village Hall)
Agenda



1. **ATTENDEES**
2. **APOLOGIES**
3. **DECLARATION OF INTERESTS**
4. **ACCEPTANCE OF MINUTES for February & March**
5. **MATTERS ARISING – Items to be discussed**
 - a. **Village Hall Meetings – Review dates of meetings / Draft minutes to be completed by**
 - b. **Solar Panels**
 - c. **Insurance – Bar**
 - d. **E K Fire Protection Quote**
 - e. **Crowdfunding**
 - f. **Fire doors / main hall / changing rooms**
 - g. **Outside Lights / Hedge / Down Pipe**
 - h. **Heating**
 - i. **Budget**
 - j. **Clothing Bank**
 - k. **Chair Covers – (TO)**
 - l. **First aid / Defibrillator training**
6. **TASK LIST**
 - i. **PAT Testing due – Booked 24th April**
7. **PROPERTY AND MAINTENANCE**
 - i. **Leak in men’s toilet from urinal**
8. **PERSONNEL**
 - a. **Wage increase letters**
9. **FINANCE / ADMINISTRATION**
 - a. **Finance report**
 - b. **Payments for approval**
 - c. **Castle Water**
 - d. **Bank Account**
 - e. **Returned Cheque – Christmas Market**
 - f. **Letter to be signed to cancel cheque**
 - g. **Sponsorship Renewals – B4RK**
 - h. **Policies to be reviewed;**
 - i. **Appraisal Policy**
 - ii. **Complaints Procedure**
 - iii. **Data Protection Policy**
 - iv. **Discipline and Dismissal Policy**
 - v. **Financial Policy**
 - vi. **Media Policy**

- vii. Payments to Charity Trustees**
- viii. Safeguarding Policy – Safeguarding Officer to be elected**
- ix. Communications Policy**
- x. Health and Safety Policy**
- xi. Privacy Notice**
- xii. Sustainability Policy**

10. CORRESPONDENCE

- a. Complaint**

11. LETTINGS

- a. Football**
- b. Charity night for food bank – Discounted hire rate**
- c. Boughton Players – Cost for show**

12. MEMBERS COMMENTS / REPORTS

13. DATE OF THE NEXT MEETING – 3 May 2023