



BOUGHTON-UNDER-BLEAN PARISH COUNCIL

NOTICE OF MEETING SUMMONS AND AGENDA

A MEETING OF THE SOLE TRUSTEE OF BOUGHTON-UNDER-BLEAN VILLAGE HALL
WILL BE HELD IN ST BARNABAS PARISH CENTRE ON
TUESDAY 4th JULY 2023 at 7:30pm

1. Apologies
2. Declaration of interests
3. Approve minutes of May 23rd 2023 Trustee Meeting
4. To receive a committee report from the Chairman of the Village Hall Management Committee (VHMC)
5. Consider having a professional review/updating of Trust Deed to ensure that it reflects current legislation and to enable the Trustee to operate in a way that it wishes. The attached weblink provides further information [CC36](#)
6. To agree staffing roles with regard to responsibilities and decision making in the administration of the charity
7. To consider training opportunities for Trustee members
8. To consider recruitment of VHMC members (from hiring groups) and discounted committee member hire rates
9. Consider and approve quotes for urinal refurbishment
10. Consider and approve quotes for solar panels
11. Consider and approve business plan (for opening new bank account) [Appendix A](#)
12. Consider and approve updated online booking system for VHMC
13. Appointment of independent examiner
14. **Any other business - Schedule Trustee meeting dates**
(5 minutes)

18th May 2023
S.A. Muteham
Clerk to the Parish Council

Executive summary

An overview of your organisation including your mission statement and what you want to achieve –

Overview of the organisation

The Village Hall, which was built by the community in 1976, is established as a charity No. 257525. It is located in Boughton Under Blean, a tranquil part of rural Kent and close to the market town of Faversham. The Hall acts as a space where the community can gather for recreation, for special occasions and to participate in learning life skills. The Hall, as a venue for hire, offers versatility for any occasion, with a variety of spaces including a large kitchen. There is outside access via a small patio overlooking the village Recreation ground, with a backdrop of orchards and Oast houses. Facilities also include ample parking on site, a fenced toddler play area, a junior play area and outdoor gym equipment on the adjacent recreation ground. The hall is regularly used by members of the local community for a variety of events and activities each week. It is also available to hire for special occasions and a part of it is in regular use by Kent County Council as a small library.

Mission Statement – to encourage the full use of the hall and outdoor spaces by and for the local and wider community, ensuring that the Village Hall continues to be a focal point for the coming together of the local community. To ensure that the overheads of the Village Hall can be met, and a buffer maintained, by revenue raised by hirer fees and charitable donations to ensure its lasting amenity for local residents. By all possible means, to also ensure that a future energy viability plan for the Hall is implemented.

The key aims of the organisation.

The period of this plan is for 4 years June 1st 2023 – May 31st 2027.

To ensure a viable future for the Village Hall building as a community gathering space.

To work together with Kent County Council to ensure that the library remains viable within the building, as a social and educational asset for the community.

To ensure that the Village Hall remains a well maintained and attractive building for community use and to instigate a full maintenance schedule to ensure the fabric and the decoration of the building is fully maintained.

To apply for grants and to fund raise to update the Hall's facilities, notably in the short term of the next 12 months to refurbish the toilets and heating controls and to renew paintwork in the large hall.

Key elements of your strategy including how you will assure the longer-term financial future of the organisation:

● Strategy, plus Market appraisal and approach of the Trustees.

- The reserve bank balance,
- yearly turnover spend and income,
- ideas for fundraising events,
- ways to increase income from hire.
- History of grants successfully applied for and used.
- Advertising
- Generating oncome from solar panels?
- Reducing outgoings on utilities (gas, water, electricity)

- Insulating the Hall?
- The main risks facing your organisation and how you plan to manage these in the short, medium and long term.

Risk register

Main risks are:

- building fabric deterioration to the extent that repairs become too onerous financially
- loss of earnings whilst modernisation is being undertaken to key facilities (e.g. toilets, equal access)
- insufficient income to ensure the hall is paying its way
- staffing costs outweigh income
- vandalism risks
- unstaffed bar (insurance cost to bar staff outweigh profits) meaning hirers have less choice regarding the option of the provision of alcohol at their events
- balance between advertising costs and benefits
- lack of interest in proper management from Trustees
- lack of experience in proper management from BVHC
- unaggressive marketing
- lack of technology employed to better manage aspects of day to day running of the Hall – booking online, payments online etc?
- An explanation of how your organisation is resilient enough to meet challenges. E.g.

Governance and management structures, Monitoring and evaluating your organisation

- money in the bank: savings to buffer against unforeseen expenses.
- up to date insurance, including public liability insurance
- reliable and suitably qualified staff, basic checks in place on staff (references etc)
- systems in place for regular survey of assets (building fabric could incorporate a list such as downpipes, roofing tiles, uPVC doors/windows etc., listing of assets with suggested deterioration/replacement dates, reporting damaged assets, with timely escalation to VHMC and to Trustees for decision making
- Clear chain of command for instructing maintenance staff/contractor and agreed processes for regular maintenance and a checklist for repairs arising and maintenance rota implemented
- regular meetings to decide ongoing business items and approve payments/oversee hire agreements, address arising issues in a timely manner
- financial transparency; contracts between staff and Village Hall Management Committee; agreed remuneration of items bought for repair and maintenance or a system to buy these items for the maintenance (account with a local builders merchant for example)
- This could include financial information, how you will ensure governance and management structures are fit for purpose, and the monitoring and evaluation processes you have in place
- Any additional key information - Contact details for your organisation

- Organisational impact assessment?
- Appendices

Key

Red= suggestions for things to include in the business plan

Blue = more information required

Black = CG's ideas so far, but open for discussion, improvement or deletion.

