

**BOUGHTON UNDER BLEAN VILLAGE HALL**  
**Management Committee Meeting**  
**Held in the Library at Boughton Village Hall**  
**on Tuesday 2 May 2023**  
**At 19.30**



**Minutes**

**1. ATTENDEES**

- a. P Ray, T Fitchett, C Clayson, C Goatham & Treasurer / Lettings secretary

**2. APOLOGIES**

- a. T Owens

**3. DECLARATION OF INTERESTS**

**4. ACCEPTANCE OF MINUTES for February, March & April 2023 meeting and signed by chair**

- a. Accepted and signed

**5. MATTERS ARISING**

- a. Village Hall Meetings – Review dates of meetings / Draft minutes to be completed by – The minutes of a village hall management committee meeting must be completed 3 days before the next parish council meeting. As it stands, with the village hall management committee meeting scheduled for the first Wednesday evening of every month, the minutes would need to be done by the next day. The committee decided that the meetings should be moved to allow more time for this to be completed and agreed that further meetings should take place on the last Tuesday of every month. The next meeting will be held on Tuesday 30 May 2023.
- b. Solar Panels – Kent County Council have approved our application and we have been granted £12,000 which is match funded. We have already received £1,000 grant money from Swale Borough Council for the installation of solar panels. A member of the committee suggested that it may be worth asking the parish council to provide the remaining amount of money needed to match the money from KCC. The committee agreed that it would be a good idea to ask the parish council at the next meeting. The three companies who have provided the quotes should be contacted to re-quote as prices may have changed.
- c. Insurance – Bar – A man from Hiscox, which is the company that the village hall is insured with, will contact the person responsible for managing the bar, direct.
- d. E K Fire Protection Quote – Still waiting for 3<sup>rd</sup> quote for comparison.

- e. Crowdfunding – No update, to be placed on agenda for next meeting.
- f. Fire doors / main hall / changings rooms – Prince and Abbott Architects have been instructed to begin taking measurements of the hall and provide designs options. The chairman is in the process of arranging a date and time for them to have a site visit.
- g. Outside Lights / Hedge / Down Pipe – There are several lights outside of the hall that no longer work and could be taken down. The hedge, which is spiky, has become overgrown and as a result has caused the down pipe to become detached from the top of the guttering. The committee were in agreement that the hedge should be removed and replaced with flowerbeds. The old lighting can then be removed and the down pipe can be fixed. This should be left for the time being and done in the Autumn, when there is little risk of disturbing any birds that may be nesting in the hedge.
- h. Heating – The committee agreed that we should go ahead and purchase new electronic thermostats which can only be accessed through an App to adjust the temperature setting. Each thermostat is approximately £200.00 plus fitting, we would require 3, one for the library, main hall and pavilion.
- i. Budget – A new expenditure list needs to be made and a schedule of maintenance, listing all of the jobs that require doing and prioritising them. To be placed on the next agenda.
- j. Clothing Bank – All Recycle Ltd have made contact looking for businesses that would be interested in having a clothing bank on their premises to generate extra income. The committee decided against the idea as they felt the area may become unsightly, due to bags being left outside the clothing bank when it becomes full. The clothing bank would also have to be situated right outside the hall so it is not on parish council land.
- k. Chair Covers – These are being sold on Facebook and are generally used at weddings. The committee decided against the idea as the hall would have the responsibility of maintaining and cleaning them.
- l. First Aid / Defibrillator Training – Community First Responders deliver public engagement sessions for CPR / defibrillator and public access defibrillator sites. This may be ideal now that we have a defibrillator on site. More information is required to see if there is a cost involved in inviting them to provide us with a demonstration.

## **6. TASK LIST**

- a. Check to see when the fire extinguishers are due for a service.

## **7. PROPERTY AND MAINTENANCE**

- a. Urinal Refurbishment – Both S. J. Harris Plumbing & Heating Services and Smart Plumbing have been contacted but we are still waiting for them to return our calls. A scope of works needs to be completed first before trying them again or contacting any other company.
- b. The committee agreed that the hall should be painted before the wedding at the end of May. The lettings secretary to inform the maintenance person that he can proceed with this and to also remove the iron works at the front of the village hall and to give the area a general tidy up.

- c. The instant hot water boiler on the kitchen wall is still not working. Enhanced Building and Maintenance Services to be contacted to see if they can repair it.

## **8. PERSONNEL**

- a. Consider separation of administration / lettings / treasurer roles - The committee wanted to know how the lettings secretary / treasurer was coping with the two roles, were there any specific problems that needed to be highlighted and would it be beneficial to separate the roles. It was noted that the job description and hours worked to what was initially advertised had increased significantly. Phone calls to the hall mobile phone often happen late at night and during out of office hours. Chasing hirers for paperwork and payment also causes a lot of problems as well as answering their calls and emails on matters that they should have sorted well before their date of booking and not on the day when it may not always be possible for the lettings secretary to answer. The committee suggested a new phone / phone number with the ability to leave an answer phone message on the phone so that people know they are calling the hall, putting hours of contact on the website and hall enquiry form so that people will know when it is acceptable to call. Lettings secretary to make a note of any issues for the committee to consider and provide solutions on how to resolve them and to look into the costs of a contract mobile phone.

## **9. FINANCE / ADMINISTRATION**

### **a. Finance report**

- a. Agreed and signed

### **b. Payments for approval**

- a. Cheques to be signed by two committee members
- b. Administration - £601.25
- c. Cleaner – £572.00
- d. Key holder - £52.00
- e. Return of Deposit 06/04/23 - £50.00
- f. Return of Deposit 07/04/23 & 09/04/23 - £50.00
- g. Return of Deposit 15/04/23 - £50.00
- h. Maintenance - £ 75.00
- i. Kent Wood Flooring - £72.00 – The company no longer accepts cheques. The treasurer to pay from personal account, cheque then made out to treasurer as reimbursement.
- j. Mindfulness Classes - £195.00
- k. Return of Deposit 23/04/23 - £50.00
- l. Return of Deposit 20/11/22 & 16/04/23 - £25.00 – Cheque for booking in November cancelled as sent to old address, payment withheld until after April booking, new cheque issued.
- m. CSG Global Education Ltd - £355.98
- n. Return of Deposit 29/04/23 - £50.00
- o. Return of Deposit 29/04/23 - £200.00

- c. A cheque that was issued in April for the return of a deposit, has been returned to the treasurer as the hirer has booked the hall for another event in May and wants to use the deposit money as payment for it.
- d. Castle Water – The water meter was read on 21 April 2023. The meter showed a reading of 8337, which was successfully updated on the village hall online account. The latest invoice shows an outstanding balance of £1115.64 but a payment has been made since and the outstanding amount shown on our online account, as at 02 May 2023 is £998.74.
- e. Bank Account – Business Plan – Two committee members have both started to produce a business plan. Both business plans to be emailed to all committee members before the next meeting, so that everyone has a chance to read through them and agree / suggest changes. This will then enable a final copy to be produced and agreed on at the next meeting so that it can be sent with our application.
- f. The Delegation of Powers policy is still to be re-written before it can be accepted. To put on next agenda.
- g. Returned Cheque – Christmas Market – Hirer is still to be contacted about the cheque they issued written in pencil.
- h. Sponsorship Renewals – B4RK – Last year B4RK were given free advertising on the village hall website for installing broadband at the hall. Treasurer to contact them to see if they would like to continue their sponsorship of the hall but for the yearly fee of £60.00.
- i. **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

Policies to be put on the agenda for review at the next meeting.

## **10. CORRESPONDENCE**

- a. Complaint – Christmas Fair – The hirer who held a Christmas fair at the hall in December 2022 sent an email asking why we had not returned her deposit and complaining about the issues she had with the hall and how it affected her event. The lettings secretary replied by email explaining the situation. The committee were satisfied with the response that was sent. If the hirer gets in touch again then the lettings secretary can invite her to the next committee meeting, for her to put forward her case.

## **11. LETTINGS**

- a. Football – Pitch Update – Both Faversham Strike Force and Hernhill Herons have stopped playing football due to the condition of the pitch. The pitch has been aerated. No further update. The situation is being dealt with by the clerk for the parish council.
- b. Charity night for food bank – A local resident has booked the hall for a charity event to help local food banks. They are making enquiries to see if they could hire the hall at a discounted rate. The committee were in agreement that a local resident's discount could be given but no further discount would be permitted. The hire rate will be £28.00 per hour. The lettings secretary to inform the hirer of the committee's decision.
- c. Boughton Players – Cost for show – The hall is being hired on Saturday 8 July for their summer show. The cost for hiring the hall will be £28.00 per hour and if they hire the hall for 10 hours the total cost will be £280.00, an increase of £100.00 from the previous year. The committee agreed that it is not possible to give a discounted hire fee. The lettings secretary to contact the clerk of the parish council to ask for the matter to be included on the agenda for discussion at the next parish council meeting. The lettings secretary to also inform Boughton Players of the situation.
- d. Minimum Charge – A recent enquiry was made regarding hiring the hall for a brief meeting that would last no longer than 30 minutes. The committee agreed that the minimum someone could hire the hall for would be an hour at £28.00.
- e. Wake / Funeral – Cost to hire the hall – The hall has been hired in May by a local resident for the funeral wake of his wife. The committee agreed that a booking form would need to be completed and only the local resident discount could be given. The lettings secretary to inform the hirer of the committee's decision.
- f. Car Club – Extra hours – The car club asked if they could go in early on Friday 21 April. To charge them for the extra hours at the hourly rate they pay.

## **12. MEMBERS COMMENTS / REPORTS**

- a. The committee agreed that we should review the regular hirer's hall charges at the next committee meeting.
- b. Two local residents are available to hold a quiz night on a Friday evening at the village hall to raise much needed funds. Lettings secretary to let them know available Friday evenings in June, July and August.

## **13. DATE OF THE NEXT MEETING – 30 May 2023**