

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



Minutes

1. ATTENDEES

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

2. APOLOGIES

- a. T Owens, T Fitchett

3. DECLARATION OF INTERESTS

4. MATTERS ARISING

- a. Powers of Delegation – At the moment all payments are approved and cheques signed at the monthly committee meetings. If a meeting is cancelled and cannot be re-arranged within a reasonable amount of time, there is no system in place whereby payments can be approved and cheques signed outside of a meeting. A copy of the scheme of delegation that is used by Boughton Parish Council was circulated to the committee members before the meeting. The committee members agreed that the scheme should be put in place for the village hall but the document would need to be re-written and accepted at the next meeting.

5. PERSONNEL

- a. Wage Increase Letters – Both the cleaner and treasurer / lettings secretary handed letters to the chairman informing the committee that their hourly rate would be increasing as from 1 April 2023. The committee members present agreed that they would need to seek advice from the accountant and the auditor. At the current time, the village hall does not employ any staff and all contractors are self-employed. Further investigation is required in order to make sure this is the correct procedure. The matter will then need to be discussed by the trustees before a decision is made. If accepted, payment will be back dated.
- b. The committee requested that all receipts for items purchased for maintaining the hall should be made available at each meeting and attached to the maintenance invoice ready for approval and payment.
- c. It was noted on the maintenance report that one of the urinals in the men's toilets is leaking and will need replacing. As it will not be possible to replace

the urinal with the exact model, it will mean replacing all three and the whole wall, that they are fixed to, re-tiled. The committee suggested that it may be worth considering fitting waterless urinals instead. The committee asked for three quotes to be obtained for fitting three new urinals in the men's toilets, contacting S.J. Harris Plumbing and Heating Services and Smart Plumbing in the first instance.

6. FINANCE / ADMINISTRATION

- a. Finance report
 - a. Agreed and signed
- b. Payments for approval
 - a. Cheques to be signed by two committee members
 - b. Administration - £879.52
 - c. Cleaner – £627.00
 - d. Key holder - £52.00
 - e. Return of Deposit 08/03/23 - £50.00
 - f. Return of Deposit 12/03/23 - £50.00
 - g. Return of Deposit 18/03/23 - £50.00
 - h. Mindfulness Classes - £390.00
 - i. Maintenance - £ 237.15
 - j. Return of Deposit 02/04/23 - £50.00
 - k. Return of Deposit 05/04/23 - £50.00
 - l. Boughton under Blean Village Hall - £500.00
- c. Unity Trust Bank – Application for online banking – The trustees agreed that an application should be made to open an online banking account with Unity Trust. The committee members and the treasurer signed the signatory list at the meeting and a cheque was also raised for £500.00 made payable to Boughton under Blean Village Hall that is required in order to open the new account. A business plan is also a requirement for the application. To be added to the agenda and discussed at the next meeting.
- d. An invoice has been received from Kent Wood Flooring for supplying 2 containers of WOCA commercial soap. The company no longer accepts cheques as payment. The committee instructed the treasurer to contact the clerk of the Parish Council to request that the council pay the invoice on behalf of the village hall by bank transfer and a cheque would then be raised at the next committee meeting, made payable to the council as reimbursement.
- e. The committee discussed how things were progressing with the application for a grant for the purchase of solar panels. Kent County Council have approved the application and have granted approximately £12,000, which is match funded. The rest of the money would need to be paid for by the village hall. This is a significant amount of money which may be needed for other things such as improving and updating the men's toilets. The matter will need to be discussed further and will also need to be decided upon by the trustees.

7. MEMBERS COMMENTS / REPORTS

- a. A request has recently been made to play 5 a side football in the hall. The committee members agreed that providing all participants wear trainers and a soft ball is used, then this would be acceptable. The lettings secretary to get in touch with the person making the enquiry and inform them of the decision.
- b. A copy of the invoices made out to the Parish Council regarding subsidising two local groups who hire the hall, were handed out to the committee members at the meeting for approval.
- c. It was noted at the meeting that all further agendas and minutes must now be written to be GDPR sensitive.

8. DATE OF THE NEXT MEETING – 2 May 2023