

**BOUGHTON UNDER BLEAN VILLAGE HALL
Management Committee Meeting
Held in the Library at Boughton Village Hall
on Tuesday 29 August 2023
At 19.30**



Minutes

- 1. ATTENDEES**
 - a. C Clayson, J Muteham, C Ennis, J Martin & Treasurer / Lettings secretary
- 2. APOLOGIES**
 - a. C Goatham, L Short has resigned and is no longer a member of the village hall management committee
- 3. DECLARATION OF INTERESTS**
- 4. ACCEPTANCE OF MINUTES for 18 July, 25 July & 1 August 2023 meeting and signed by chair**
 - a. Accepted and signed
- 5. PUBLIC PARTICIPATION**

The finance report and payments were approved and the cheques were signed by Cllr C Clayson and Cllr J Martin, except for the cheque made out to Cllr C Clayson for the fish & chip lunch (from grant money). This cheque to be signed by Cllr J Martin & Cllr D Clayson. A letter to Natwest bank, cancelling a cheque for the return of a deposit that had been spoiled and could not be deposited by the hirer, was also signed by Cllr C Clayson and Cllr J Martin. This would need to be cancelled at the bank before the new cheque is posted to the hirer.

Cllr J Martin then left so the meeting could continue.

- 6. MATTERS ARISING**
 - a. Insurance – Bar – The chairman has spoken to the manager of the bar. He has confirmed that he holds the licence for the village hall and several others in the area and we are the only village hall asking him to have public liability insurance. The matter is quite complicated as it goes back many years to when the brewery Whitbread held the original licence and deed of covenant. When the brewery left, the licence was then taken on by the current licensee. Cllr C Clayson to speak to Hiscox Insurance Company, who

provide insurance for the village hall to see if they can provide any help or advice. To be put on the agenda for next month.

- b. E K Fire Protection Quote - Guardian Security have provided a quote for maintaining the fire alarm system, consisting of 2 x service visits per year at a monthly cost of £16.00 plus VAT. The quote confirms that the village hall has been fitted with a L4 system, which, appears to be compliant. The detector heads appear to be over 10 years old and the committee should start budgeting to have them replaced in the not-too-distant future. We are currently paying £360.00 per year to have the fire alarm maintained. We have not as yet received a quote from CTA Fire Ltd, the treasurer to chase this up. The treasurer to contact Cantwareburh Fire Safety to arrange for a fire risk assessment to be carried out. The committee will make a decision as to what, if any, work is carried out at the village hall, depending on the outcome of the fire risk assessment.
- c. Crowdfunding – No further update. To be placed on agenda for next meeting.
- d. Heating – Cllr J Muteham contacted the previous chairman to find out what information he had found concerning the replacement of the thermostats in the village hall with electronic ones. The ones that he had been looking at were designed for a domestic system and not commercial. Another suggestion would be to install fans in the ceiling which would blow hot air down or another possibility would be to lower the ceiling by installing boards. Cllr J Muteham will investigate how much it would cost to install fans and Cllr C Clayson will contact the builder who suggested lowering the ceilings to ask for a quote to have this installed.
- e. Set date for meeting – Review of policies and hire fees – A date to review the hire fees was made for Tuesday 19 September to be held in the library at 7.30pm. A date to review the policies will be made at a later date.

7. TASK LIST

8. PROPERTY AND MAINTENANCE

- a. Urinal Refurbishment – Carty Property Maintenance has provided a quote to replace the broken urinal and the existing pipework, that has been fitted incorrectly in the men's toilets. The cost will be £660.00. As this is the only quote, we have been able to attain, the committee were in agreement that we should instruct Carty Property Maintenance to proceed with the work. A quote has also been received from the same company for installing a baby changing unit in the disabled toilet and replacing the cladding around the outside of the village hall. The committee agreed that they would like to know what the baby changing unit will look like and would it be possible to see a sample of the new cladding before considering having any more work done. Cllr J Muteham suggested having a sign put up at the front of the hall, with the village hall name on it. To be considered at a later date. Medway Insulations Ltd are due to visit the hall on Wednesday 30 August to provide quotes for removing the asbestos in the ceilings. Cllr C Clayson will see if there are any grants available that we could apply for to help with the cost, possibly from Screwfix or by contacting the local representative for Viridor.

9. PERSONNEL

- a. **Maintenance / Handy Person Required – Cllr C Clayson interviewed the people who had applied for the position. Out of the applicants who applied, two had experience and showed interest. One had his own company and although, lived in Medway, was willing to attend emergency call outs. The other man was local and worked at another village hall. The committee agreed that the position should be given to the local applicant and if he proved successful, hopefully he would be willing to be a key holder and attend emergency call outs.**

10. FINANCE / ADMINISTRATION

- a. **Finance report**
 - a. **Discussed as above**
- b. **Payments for approval**
 - a. **Discussed as above**
 - b. **Administration - £707.68**
 - c. **Cleaner – £609.00**
 - d. **Key holder - £52.00**
 - e. **Return of Deposit 29/07/23 - £250.00**
 - f. **Plumber - £340.00**
 - g. **Return of Deposit 05/08/23 - £50.00**
 - h. **Return of Deposit 13/08/23 - £50.00**
 - i. **Return of Deposit 19/08/23 - £50.00**
 - j. **Spectrum Safety - £63.60**
 - k. **Return of Deposit 15/04/23 - £50.00 To replace the cheque 000388 which is to be cancelled at the bank first**
 - l. **C Clayson - Fish & Chip Lunch (from COLC grant money) - £690.00. Another cheque made payable to C Clayson is required for the afternoon tea items (from COLC grant money) once the treasurer has received the receipts. To be signed by Cllr J Martin & Cllr D Clayson.**
 - m. **CSG Global Education Ltd - £324.94**
- c. **Castle Water – Water efficiency Audit - No update, still waiting for Castle Water to contact the treasurer. The committee decided that a water efficiency audit would not be relevant for the village hall. A new urinal flush control is needed for the men’s toilets, this should be replaced at the same time as the new urinal is installed, and will reduce the amount of water that is being used. The balance outstanding shown on our online account, as at 29 August 2023 is £486.03. We have received a letter from Castle Water informing us that the new direct debit amount to be taken monthly has increased to £162.01.**
- d. **Grant Money – There is a total of £366.12 left in grant money that was received in 2023 and £251.20 grant money left over from the previous year. There is enough grant money left to pay for 6 more mindfulness classes. The village hall received £1000.00 in grant money from Boughton Parish Council which was to be used on helping the elderly and vulnerable and**

local residents who are struggling with the cost of living. Cllr C Clayson held a fish & chip lunch on Thursday 24 August at the village hall. A total of 49 people attended the lunch and 23 meals were delivered to people who could not attend, meals were also delivered to 2 families, a total of 16 people, who had been identified as needing some support. Cllr C Clayson also held an afternoon tea at the village hall on Monday 28 August. A total of 62 people attended and deliveries were made to the 2 families (16 people) that had been identified as needing some support.

- e. End Of Year Accounts – To be put on the next agenda for discussion.
- f. Gas / Electric – Contract Renewal Prices – The current gas and electric contracts end on 1 October 2023. We have received new quotes from British Gas Lite for 1 year, 2 year and 3-year contracts for both gas and electricity. The committee decided that the best option would be to agree to a 1-year contract as prices have been coming down in recent months and in a years' time, we can re-evaluate the situation.
- g. Letter to bank – Cancel Cheque – Discussed as above.

11. CORRESPONDENCE

12. LETTINGS

- a. Online Bookings – The lettings secretary explained that she was happy with the new booking system and had been entering bookings and invoicing hirers using the new system. The committee agreed to continue with the online booking system now that the free trial had ended, at a yearly cost of £120.00. Cllr J Muteham to contact Hall Booking Online to let them know and to forward the invoice to the treasurer upon receipt. The committee agreed that the invoice should be paid straight away and not to wait until the next committee meeting. The cheque to be signed by Cllr C Clayson & Cllr J Martin.
- b. Hire Charges – To be discussed at the meeting on Tuesday 19 September 2023. Before the meeting C Ennis will visit the local crematorium to see if they are recommending any local venues for people to use for a funeral wake, as this may provide an opportunity for the village hall to offer a hire package, the hall as a venue with the use of the bar and possibly catering if we can involve a local business to provide a buffet. The committee need to consider producing a brochure / leaflet that can be left in local shops / businesses, as at the moment there is no marketing literature available.
- c. Emergency Telephone Numbers – Website – As discussed – The chairman will speak to the new maintenance person to see if they will be a key holder and attend emergency call outs.
- d. Comedy Night – Payment – The treasurer has been contacted by a person wanting to hire the village hall to put on a stand-up comedy sketch show. The treasurer explained the relevant charges and availability and was asked by the person if they could pay the deposit and hire fee on the date of the booking. The committee were in agreement that both the deposit and hire

fee were to be paid in full before the date of hire. The treasurer to contact the person to let them know the committee's decision.

13. MEMBERS COMMENTS / REPORTS

**14. DATE OF THE NEXT MEETING – 19 September 2023 – Review hire charges
26 September 2023 – Normal meeting**