

The quote from Cahill Renewables was considered the best option to go for by the committee as they had provided a quote by carrying out a full survey of the village hall. Based on the quotation, Kent County Council would grant £10961.30 towards the cost and the village hall would then put £7270.56 towards the cost, leaving a shortfall of £3690.74. The same committee member then suggested that the village hall pay the remaining balance. The application to KCC for the grant should have been finalised by the end of March and although KCC have been willing to extend the period of time, the committee need to make a final decision on whether to proceed with the installation of solar panels. The majority of the committee felt that it would be a worthwhile addition to the hall even though there are other things that need attending to around the hall. It was suggested that we could hold a few fundraising events to help with the cost. The committee members decided that we should proceed but the matter would need to go to the trustees for approval.

- c. Insurance – Bar – No further updates as to whether the person responsible for running the bar, has now sorted out insurance. The committee decided that the bar should be put out to tender, as allowing the bar to run without insurance is putting the village hall trustee at risk. A letter should be sent to the bar manager informing them of the decision, while suggesting they re-apply and to include their insurance document with their application. A member of the committee was also elected to speak to the manager personally.
- d. E K Fire Protection Quote – Still waiting for 3rd quote for comparison. It was suggested that CTA Fire Ltd are contacted for a quote. The chairman agreed to contact them. To be put on the agenda for the following meeting.
- e. Crowdfunding – No update, to be placed on agenda for next meeting.
- f. Fire doors / main hall / changings rooms – The architect from Prince and Abbott Architects has been to the hall and has produced a drawing from the measurements he took of the hall. A few committee members were concerned with the amount of work and the cost that would be involved to change the layout of the village hall. Other matters to consider would be the safeguarding of vulnerable adults and children, fire exits, the number of people that would be allowed to occupy the various parts of the hall and the fact that Boughton Parish Council are in the process of trying to secure money to maintain the football pitch / recreation ground in order to get the football teams back that were using the pitch and village hall but left due to the poor condition of the pitch. The matter will need to be put on the agenda for the next trustees meeting for discussion / approval.
- g. Heating – The chairman has produced a scope of works that can now be sent to 3 companies for them to prepare a quote for the cost of having the new electronic thermostats fitted. It was mentioned that the heating has been coming on when the thermostats have been turned off. The treasurer to contact GGS to arrange a suitable time for them to come and inspect the system.
- h. Budget – No further update.

- i. **First Aid / Defibrillator Training** – A date has been set for Wednesday 18 October for South East Coast Ambulance Trust to visit the village hall to deliver a public engagement session for training on CPR / defibrillator and first aid. It was suggested that refreshments could be served as a way of fundraising but that the committee should consider making a donation to SECAMB. The trust should be contacted for advice on whether this is acceptable and would they want a donation. A committee member also suggested the idea of putting a video on the website demonstrating how to access and use a defibrillator. The defibrillator also requires a sticker on it showing the location postcode as this is needed if anyone has to ring the emergency services to use it. The treasurer to organise this.
- j. **Water efficiency checklist & audit** – On the Castle Water website they provide a water saving checklist, which a member of the committee had printed off and this was circulated at the meeting. The only suggestion applicable to the village hall is the use of an automatic flushing system which is already in place in the men’s toilets, however this does need to be looked at as it doesn’t appear to be working correctly. There is also a form on the website that can be filled in if you are interested in Castle Water carrying out a water efficiency audit. However, it is not known whether this is carried out for free or if there is a charge involved. The treasurer to fill the form in and to wait for a response from Castle Water.
- k. **Christmas Lights – Storage** – The Christmas lights that are put up in the village are currently being stored by two local residents, one of which is in the process of moving away from the village. The committee decided that the lights could once again be stored in the games room free of charge. However, they would need to be insured for by the Boughton Community Group who are responsible for them. A member of the Boughton Community Group will speak with the two residents asking them to contact the treasurer to arrange a suitable date / time for the lights to be delivered to the hall.
- l. **Laptop – Administration** – It was agreed at the last trustee meeting that a laptop should be purchased for the treasurer / lettings secretary to use. The treasurer to contact the clerk for the parish council to find out which laptop they should purchase. The treasurer to purchase and then be re-imbursed at a later date.

6. TASK LIST

- a. To be updated.

7. PROPERTY AND MAINTENANCE

- a. **Urinal Refurbishment** – The chairman has completed a scope of works that has been sent out to the company, Lifestyles, for them to provide us with a quote. To be sent to two further companies for quotes. To be placed on the next agenda.
- b. The instant hot water boiler on the kitchen wall is still not working. S J Harris Plumbing Services should be coming week commencing 5 June to look at the boiler to see if it can be repaired.

8. PERSONNEL

- a. Consider separation of administration / lettings / treasurer roles – This was discussed at the last trustee meeting and it was decided to leave the roles as they are.

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 - £1045.38
 - c. Cleaner – £1060.00
 - d. Key holder - £52.00
 - e. Return of Deposit 09/05/23 - £125.00 – The original deposit paid was £200.00. However, the hall was left untidy, the floors were not swept, rubbish was left behind, the freezer they had brought with them was not removed at the end of the booking and the keys were not returned at the end of the hire time. The committee decided that the amount of £75.00 should be retained as this is the price that is charged for cleaning after an event and is the price shown on the booking form which the hirer has signed. The lettings secretary to inform the hirer of the committee's decision.
 - f. Spectrum safety - £241.38
 - g. Return of Deposit 12/05/23 - £200.00
 - h. Return of Deposit 20/05/23 - £50.00
 - i. Return of Deposit - 21/05/23 - £50.00
 - j. Return of Deposit - 23/05/23 - £50.00
 - k. Maintenance - £ 228.50
 - l. Mindfulness Classes - £260.00
 - m. Return of Deposit 05/02/23 - £50.00 – The original cheque was made out incorrectly as it was made out to the name that was on the booking form and not the name on the hirer's bank account. A letter to the bank cancelling the original cheque was presented at the meeting and signed by two committee members. The letter to be taken to the bank and the cheque cancelled before the new cheque is sent to the hirer.
 - n. Natural Born Movers / Need a Space - £31.20
 - o. PAT Testing in Kent Ltd - £44.20 – The company no longer accepts cheques. The treasurer to pay from personal account, cheque then made out to treasurer as reimbursement. The treasurer to charge the hirers who had their own equipment tested, £1.50 per item. There were 10 items tested that are fixtures and fittings of the village hall but belong to Boughton Players. The treasurer to inform Boughton Players that the items were tested but, in the future, they will be charged per item or they can arrange for the items to be tested themselves.

- c. **Castle Water – To look at, at the next meeting.**
- d. **Bank Account – Business Plan – The business plan that has been drafted to be emailed to all committee members for them to read. A zoom meeting will then be arranged so that the business plan can be discussed and changes made if necessary and missing information added. The final copy can then be sent with our application.**
- e. **Grant Money – The treasurer is still waiting on receipts from the afternoon tea before it is known what grant money is available. The person who runs the mindfulness classes would like to know how much longer the classes can run for before the grant money runs out and if they were to pay for the classes themselves, how much would they be charged. The committee member in charge of arranging events using grant money, expects the classes to run until the end of the year and if the hall was to be hired directly by the person running the classes, the normal rate of £28.00 would apply.**
- f. **Boughton Parish Council – Subsidy Invoices – The treasurer was asked by the clerk for the parish council to submit invoices made out to the council, for subsidising the three identified groups of Boughton Players, Parent & Toddler Group and the coffee mornings. The invoices were checked at the village hall committee meeting held on Tuesday 25 April 2023 and were approved. However, they had to be re submitted with further information included on them. The invoices were not approved for payment at the council meeting on Tuesday 9 May 2023. The committee members discussed briefly as to whether the invoices should be paid or not. To be discussed at a separate meeting when the committee will also review the prices the regular hirers pay for the hall.**
- g. **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**

The committee members agreed that a separate meeting should be held to discuss the policies. One of the committee members elected to look at the policies individually and update any as necessary. The Health and Safety Policy needs to be looked at carefully as there are many areas within it that need updating.

10. CORRESPONDENCE

Not discussed.

11. LETTINGS

- a. Review Hirers Charges – The committee agreed that a separate meeting would need to be held to discuss this.
- b. 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, which includes a local residents discount and for a hire time of 10 hours will be £280.00, which is an increase of £100.00 from the previous year. The parish council discussed whether they should assist in helping Boughton Players with the increased hire fees but agreed that if anyone assists with the hire fees, then it should be the village hall management committee. The committee agreed that it is not possible to give any further discounts and the rate will remain at £28.00 per hour. The lettings secretary to inform Boughton Players of the decision.
- c. Medau – Not discussed.
- d. Wedding 09/05/23 – Return of deposit – Hall left untidy – Discussed as above.
- e. Complaint from Karmau – Not discussed.
- f. Emergency Telephone Numbers – Website – Not discussed.

12. MEMBERS COMMENTS / REPORTS

13. DATE OF THE NEXT MEETING – 27 June 2023