



BOUGHTON-UNDER-BLEAN PARISH COUNCIL

NOTICE OF THE VILLAGE HALL MANAGEMENT COMMITTEE MEETING, to be held on Tuesday 23 April 2024 at 19:30 in the Library, Boughton under Blean Village Hall. All members of the Committee are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out in the agenda. Any item on the agenda may be heard in private when considered to be confidential.

Members of the public and press are invited to attend. Under the Openness of Local Government Bodies Regulations 2014, attendees may be filmed, recorded or otherwise reported about by anyone present. Unless advised otherwise, the council accepts no responsibility for data recorded in this way or its distribution. **Members of the public wishing to address or ask questions of the Committee are requested to do so in writing or by email to the Parish Clerk at least 24 hours before the meeting.**

AGENDA

1. APOLOGIES

2. DECLARATION OF INTERESTS

3. MINUTES

- A. Confirm minutes of the Village Hall Management Committee meeting held on Tuesday 26th March 2024

4. MATTERS ARISING from the last minutes

5. PUBLIC PARTICIPATION

Members of the public will be given up to 15 minutes to talk with Councillors, the item may be added to the agenda for the next meeting if agreed by Councillors.

6. FINANCE

- A. **Finance reports** - to receive bank reconciliation and P&L information
- B. **Payments** - to approve April payments
- C. **Citron Hygiene** - to receive update (AP)

7. BOOKINGS

- A. **Report on issues**

8. TASK LIST

- A. **Task List** - to review upcoming tasks (*Document attached*)
- B. **Legionnaires** - to receive update on training (PR)
- C. **Checklists** - discuss proposed contents, appoint individuals to check lists (*Document attached*)

9. MANAGEMENT

- A. **PO Box** - consider change to delivery of post

- B. **Suggestions Box** - to consider cost, design of poster
- C. **Fire Alarm** - to consider public display of testing log
- D. **Emergency Contact** - to receive update regarding school contact and future procedure (SH)
- E. **Emergency Procedure** - to draft procedural document
- F. **Bar** - to review use of electricity and storage

10. PROPERTY & MAINTENANCE

- A. **Wooden Floor** - to receive update (JM)
- B. **Asbestos Register** - to review quotes and consider instruction of a new survey (PR)
- C. **Electricity Room**- to review quotes and consider purchase of rubber mat (JM)
- D. **Male Toilet** - to receive new specification for refurbishment (PR)
- E. **Foyer** - ro receive quotes and specification for repairs (PR)
- F. **Foyer leak** - to receive update on penetration test (PR)
- G. **Exterior cladding** - to receive quotes and specification (PR)

11. FUNDRAISING & GRANTS

- A. **Update** - to receive update from team (KH, SH, IL)

12. ADVERTISING & SOCIAL MEDIA

- A. **Update** - to receive update from team (CE)
- B. **Community Magazine** - to consider change of format for advertising

13. MEMBERS COMMENTS / REPORTS

14. DATE OF NEXT MEETING - 28th May 2024

18th April 2024

S. Muteham Clerk to the Council