



# BOUGHTON-UNDER-BLEAN PARISH COUNCIL

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**NOTICE OF THE VILLAGE HALL MANAGEMENT COMMITTEE MEETING, to be held on Tuesday 26 March 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.**

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## **AGENDA**

### **1. APOLOGIES**

### **2. DECLARATION OF INTERESTS**

### **3. CHAIRMAN - to elect a chairman**

### **4. COMMITTEE - to elect committee members**

### **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. MINUTES**

A. Confirm minutes of the Village Hall Management Committee meeting held on Wednesday 20<sup>th</sup> December 2023

### **7. FINANCE**

- A. **Finance reports** - to receive bank reconciliation and P&L information
- B. **Payments** - to approve March payments
- C. **Citron Hygiene** - to consider payment of contract

### **8. BOOKINGS**

- A. **Contact details** - to update new email address and phone number
- B. **Booking system** - to approve primary method of booking hall hire
- C. **Hire payments** - to approve cashless payments only

## 9. TASK LIST

- A. **Checklists** - to consider creation of monthly checklist/report
- B. **Defibrillator** - to approve monthly check
- C. **Asbestos** - to update records/register and agree location of public information
- D. **Legionnaires** - to agree testing procedure
- E. **Feedback Forms** - to consider creation of damage/repair report form for hirers

## 10. MANAGEMENT

- A. **Teams** - to consider and approve team roles:
  - Administration & Bookings
  - Property & Maintenance
  - Fundraising & Grants
  - Promotions & Social Media

## 11. PROPERTY & MAINTENANCE

- A. **Handyman** - to agree list of maintenance jobs required
- B. **Roof leaking** - to consider and approve repairs
- C. **Foyer lights** - to receive an update and approve future plans on refurbishment
- D. **Toilets** - to receive update and approve future plans on refurbishment of toilets
- E. **Exterior cladding** - to agree a plan
- F. **Maintenance** - to agree list of long term maintenance jobs to be addressed by Trustee

## 12. FUNDRAISING & GRANTS

- A. **Training** - to nominate person to contact Funding For All to investigate training opportunities
- B. **Grants** - to nominate person to investigate grants for village halls

## 13. COMMUNICATION

- A. **Emergency contact** - to consider available options
- B. **Whatsapp** - to consider creation and informal use of a Whatsapp group
- C. **CCTV** - to consider options for DBS checked operator

## 14. MEMBERS COMMENTS / REPORTS

## 15. DATE OF NEXT MEETING - 30<sup>th</sup> April 2024

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21<sup>st</sup> March 2024

*S. Muteham* Clerk to the Council

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