



## **BOUGHTON-UNDER-BLEAN PARISH COUNCIL**

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**NOTICE OF THE VILLAGE HALL MANAGEMENT COMMITTEE MEETING, to be held on Tuesday 28 May 2024 at 18:30 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. Election of chairman**
- 4. Co-option of non parish council members**
- 5. Minutes of the Last Meeting - 23.04.24**
- 6. Matters Arising from the Last Minutes**
- 7. 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.
- 8. Finance**
  - 8.1. Finance Reports** - to receive bank reconciliation and P&L information
  - 8.2. Payments** - authorisation of May payments
  - 8.3. Citron** - update on situation - AP
  - 8.4. Financial Limitation** - limitation on spending VHC/BPC - SH/KH
- 9. Bookings**
  - 9.1. Report on issues**

## **10. Task List**

### **10.1. Task Report** - completed task & Issues

- 10.1.1. Fire extinguishers
- 10.1.2. Defibrillator safety recall
- 10.1.3. PAT testing

### **10.2. Task List** - review upcoming tasks. See attached tasklist.

### **10.3. Legionnaires** - receive update on training - PR

### **10.4. Checklist** - appoint checkers for June

## **11. Management**

### **11.1. Suggestions box** - update from CE

### **11.2. Emergency Contact** - update on conversation with Head - SH

### **11.3. Emergency Procedure** - documentation - PR

### **11.4. Bar** - outcome of letter to Licensee - AP. Discuss contract for Licensee - SH

### **Property & Maintenance**

### **11.5. Asbestos Register** - update - PR

### **11.6. Male Toilet** - update on meeting with Contractor - PR

### **11.7. Foyer** - update on meeting with Contractor - JM

## **12. Fundraising & Grants**

### **12.1. Update from Team** - KH, SH & IL -

### **12.2. Donation** - donation of BAD Village Group - SH

## **13. Advertising & Social media**

### **13.1. Update from Team** - PB, CE

### **13.2. Community Magazine** - launch of 50th anniversary article & advert format.

## **14. Members Comments / Reports**

## **15. Date of the Next Meeting : 25th June 2024**

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22<sup>nd</sup> May 2024

*S. Muteham* Clerk to the Council