



BOUGHTON-UNDER-BLEAN PARISH COUNCIL

NOTICE OF THE VILLAGE HALL MANAGEMENT COMMITTEE MEETING, to be held on Tuesday 28 November 2023 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. ATTENDEES

2. APOLOGIES

3. DECLARATION OF INTERESTS

4. 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.

5. MINUTES

A. Confirm minutes of the Village Hall Management Committee meeting held on Tuesday 31st October 2023

6. MATTERS ARISING - items to be discussed

- A. Insurance - Bar
- B. Crowdfunding
- C. Heating
- D. Old furniture - disposal
- E. Fundraising

7. TASK LIST

8. PROPERTY & MAINTENANCE

- A. Foyer lights
- B. Library lights
- C. Roof leaking

9. PERSONNEL

10. FINANCE/ADMINISTRATION

- A. Finance report
- B. Payments for approval
- C. Bank account

- D. Review policies
- E. Sponsorship of website
- F. Invoice to Boughton under Blean Parish Council

11. CORRESPONDENCE

12. LETTINGS

- A. Cleaning fee
- B. Kent Poultry Club - hire fee
- C. Boughton Players - further fee increase
- D. Parent & Toddlers

13. MEMBERS COMMENTS / REPORTS

14. DATE OF NEXT MEETING - 20 December 2023

23rd November 2023

S. Muteham Clerk to the Council