



# BOUGHTON-UNDER-BLEAN PARISH COUNCIL

---

**NOTICE OF THE VILLAGE HALL MANAGEMENT COMMITTEE MEETING, to be held on Tuesday 31 October 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 Council 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 26<sup>th</sup> September 2023
- B. Confirm minutes of the Village Hall Management Committee meeting held on Thursday 12<sup>th</sup> October 2023

### **6. MATTERS ARISING - items to be discussed**

- A. Insurance - Bar
- B. Fire risk assessment
- C. Crowdfunding
- D. Heating
- E. Committee members/Trustee
- F. Community Infrastructure Grant
- G. Set date for meeting - hire fees
- H. Set date for committee meeting - December 2023

### **7. TASK LIST**

### **8. PROPERTY & MAINTENANCE**

- A. Foyer lights
- B. Library lights

### **9. PERSONNEL**

**10. FINANCE/ADMINISTRATION**

- A. Finance report
- B. Payments for approval
- C. Grant Money
- D. End of year accounts
- E. Bank account
- F. Review policies
- G. Approve letter to hirers regarding rent increase

**11. CORRESPONDENCE**

**12. LETTINGS**

- A. Storage cupboard - West Coast Swing Club

**13. MEMBERS COMMENTS / REPORTS**

**14. DATE OF NEXT MEETING - 28 November 2023**

---

23<sup>rd</sup> October 2023

*S. Muteham* Clerk to the Council