

**BOUGHTON UNDER BLEAN VILLAGE HALL  
Management Committee Finance Meeting  
Held in the Library at Boughton Village Hall  
On Thursday 12 October 2023  
At 18.30**



**Minutes**

1. **ATTENDEES**
  - a. C Clayson, J Muteham, C Goatham, & Treasurer / Lettings secretary
2. **APOLOGIES**
  - a. C Ennis
3. **DECLARATION OF INTERESTS**
4. **PUBLIC PARTICIPATION**
5. **BOOKINGS REVIEW**
  - a. Review of booking form, cancellation charges & hiring conditions – The committee decided that the online booking system should now be introduced on the village hall website and Facebook page. This will allow hirers to look at the calendar to see what dates and times are available and to fill in the booking form online. The form itself is fine but it should mention that deposits are returned by cheque and could the hirer please mention the name the cheque should be made payable to. It should also be made clear that the hirer, when making a booking, is accepting the terms and conditions of hire.
  - b. Access to hall – Boughton Players costume cupboard – Issue resolved – A group of volunteers went to the hall when Boughton Players were hiring the hall and tidied the costume cupboard.
6. **RENT REVIEW**
  - a. The committee decided that the hire fees for weekdays and weekends would remain the same for 2024 as they are for 2023, with local residents receiving a discount.

<u>MAIN HALL</u> Residents)	Hire Fee (Standard)	(Local
Monday – Friday, up until 23.45	£28.00 per hour	£25.00 per hour
Saturday / Sunday	£30.00 per hour	£28.00 per hour

**LIBRARY** £25.00 per hour

**DANCES, PARTIES etc (Evening, 6pm to 23.45)**

Main hall, bar area, pavilion, kitchen & bar £250.00 plus £200.00 deposit

**WEDDINGS All day up until 23.45** £500.00 plus £250.00 deposit

**OPTIONAL EXTRAS**

Night before access	£30.00 per hour
Morning after access	£30.00 per hour
Cleaning after an event	To be confirmed
Internet access	£10.00

**CHILDRENS BIRTHDAY PARTY 3/4 HOURS** £30.00 per hour

All other bookings will be subject to a deposit of £50.00

There will no longer be a day rate.

Barn Dances will be charged at the hourly rate of £30.00.

Cllr J Muteham produced a Profit & Loss report for 2022 to 2023 and 1 April to 3 October 2023. Due to the fact that the expenses for the village hall are currently exceeding the income that the bookings are generating, it was decided by the village hall management committee that the rent the regular hirers are being charged for their bookings must be increased to an hourly rate instead of a fixed fee per session. Cllr J Muteham thought that it would be a good idea if a profit / loss sheet could be presented at the monthly committee meetings.

Regular hirers charges will commence 1<sup>st</sup> January 2024. The lettings secretary to draft a letter to the hirers explaining the new hire charges. Letter to be approved at the next meeting before it is emailed to the relevant hirers.

**7. FINANCE / ADMINISTRATION**

**a. Payments for approval**

- i. Swale Borough Council – Lottery Renewal Fee – The fee of £20.00 is due for payment by 20 October 2023. This allows raffle tickets for fundraising events such as the Christmas Market, to be sold outside of the village hall. Payment approved and cheque signed.
- ii. Kent Wood Flooring – 50% Deposit – A date for Kent Wood Flooring to visit the hall to buff and re-seal the main hall floor has been made for Wednesday 3 January 2024. They require the sum of £830.40 as a

50% deposit by the end of November. To be put on the agenda for payment at the next committee meeting, Tuesday 31 October 2023.

- b. Grant Form – Boughton Parish Council – The form accepting the terms of the grant, had previously been signed by the chairman but had been dated incorrectly. A new copy of the form was signed and dated by the chairman. To be emailed to the clerk to Boughton under Blean Parish Council.

#### **8. OTHER FINANCE MATTERS**

- a. Storage Charges – The committee were in agreement that the charge for storage should remain at £10.00 per month.
- b. Barn Dance – 13/04/24 – To be charged at £30.00 per hour.
- c. Church Away Day – 08/06/24 – To be charged at £30.00 per hour, no day rate.
- d. Barton Church – Multiple Bookings – To be charged at either £28.00 per hour or £30.00 per hour depending on day.
- e. NAFAS – Multiple Bookings – To be charged at £28.00 per hour as the bookings are to be held on Wednesdays.
- f. Farmers Market – Monthly – The lettings secretary has received an email from a lady who is looking for a new venue to hold a monthly artisan farmers and craft market and wondered if the village hall would be interested. The committee agreed that the lettings secretary should contact the lady asking for more information regarding days and times and if there is any flexibility. The cost would be £30.00 per hour as the car park would be used by stall holders. The lettings secretary should also invite the organiser to the monthly village hall committee meetings so that they have the opportunity to explain what is involved at the monthly markets.
- g. Weekly Dance Class – The lettings secretary has received an enquiry from West Coast Swing Dance Group about hiring the hall on a weekly basis. The only week night that is available (apart from 6 dates during the year) is a Tuesday evening. The lettings secretary is due to meet the organisers on Friday 13 October to show them around the hall.

Cllr J Muteham had to leave the meeting at 20.20 Hrs. The 2 remaining committee members preliminarily looked at the policies so that any adjustments could be made, in order for them to be reviewed and approved at the next committee meeting which is to be held on Tuesday 31 October 2023.

#### **9. REVIEW OF POLICIES**

- a. BVH Appraisal Policy – Spelling to correct
- b. BVH Complaints Procedure – Still needs to be looked at
- c. BVH Discipline & Dismissal Policy – Wording to be changed
- d. BVH Fundraising Policy
- e. BVH Health & Safety Policy – Wording to be changed. Must mention The Health and Safety Act 1974 and a Lone Workers Policy to be introduced
- f. BVH Payments to Charity Trustees
- g. BVH Safeguarding Policy – Officer to be appointed

- h. BVH Safeguarding Log**
- i. Fire Safety Advice Document**
- j. BVH Communications Policy**
- k. BVH Data Protection Policy – Still needs to be looked at**
- l. BVH Financial Policy – Wording to be changed**
- m. BVH Media Policy**
- n. BVH Privacy Notice**
- o. BVH Sustainability Policy**

**10. MEMBERS COMMENTS / REPORTS**

**11. DATE OF NEXT MEETING – 31 OCTOBER 2023**