

BOUGHTON UNDER BLEAN VILLAGE HALL
Management Committee Meeting
Held in the Library at Boughton Village Hall
on Wednesday 20 December 2023
At 19.30



Minutes

- 1. ATTENDEES**
 - a. C Clayson, J Muteham, C Goatham, P Beavis, Treasurer / Lettings secretary
- 2. APOLOGIES**
 - a. C Ennis
- 3. DECLARATION OF INTERESTS**
- 4. PUBLIC PARTICIPATION**
- 5. ACCEPTANCE OF MINUTES for 28 November 2023 meeting and signed by chair**
 - a. Accepted and signed
- 6. MATTERS ARISING**
 - a. Insurance – Bar – The chairman has written a letter to the bar manager, the treasurer to forward this on.
 - b. Crowdfunding – No further update.
 - c. Heating – Cllr J Muteham has not, despite several attempts, managed to make contact with the engineer from GGS Kent Ltd. He has, however, met with the local heating and plumbing engineer at the village hall, who also has knowledge of our heating system. A few issues were raised concerning the pipes that are under the stage, they have no support and are sagging in several areas, especially as Boughton Players are using the pipes to hang their costumes on. The engineer will provide quotes to fix the sagging pipes and to put lagging on them at the same time. Cllr J Muteham also met with an electrician to run through the heating system together with the heating and plumbing engineer to find out what can be done to improve the system and to see if electronic thermostats are viable. One suggestion is using bubble wrap to insulate the windows at the top of the main hall, this would require using a tower in order to reach them. Now waiting on receiving the quotes. To be put on the agenda for the next meeting. The treasurer to contact GGS Kent Ltd to find out what is happening regarding the hot water boiler as they were waiting on stock being delivered to the UK.
 - d. Old furniture – Disposal – P Beavis will take home a few chairs every month after the committee meeting and separate the plastic seat from the metal legs and then dispose of them at the relevant recycling centres.

- e. Fundraising – No further update.
- f. Hall Floor – KCOCC – The cleaner has reported that the main hall floor has become scratched after KCOCC have been using the hall. The hall floor is due to be buffed and resealed on Wednesday 3 January 2024 and the floor needs to be protected as much as possible to prevent further damage. The floor is covered and therefore protected underneath the tracks but to make the hirers aware that all furniture used in the hall must be lifted and not dragged.
- g. EK Fire Report – EK Fire Protection carried out the alarm service at the village hall on Thursday 7 December. They noted that 2 emergency lights had failed and needed replacing and the engineer commented on the system not being compliant, to which they have already quoted for upgrades. The committee agreed that the fire risk assessment had not highlighted any areas that required updating and therefore should be left as it is. The treasurer to contact the local electrician and ask him to replace the faulty emergency lights at the same time as replacing the lights in the library.
- h. Leaflets – C Ennis has been designing a leaflet advertising the village hall, he emailed 2 designs to the treasurer for discussion at the meeting by the committee members. All committee members agreed that the first design, with a photo of the hall as the background, was the more appealing design but that it should be placed on the agenda for the next meeting to discuss with C Ennis present.

7. TASK LIST

8. PROPERTY AND MAINTENANCE

- a. Foyer Lights – The treasurer to contact Medway Insulations again to chase them for the quote on removing the asbestos in the foyer ceiling. The treasurer to contact the heating and plumbing engineer for contact details for a man he knows who will clad over the ceiling instead of removing the asbestos. The treasurer to contact him for a quote to clad the ceiling in the foyer.
- b. Library Lights – The trustees have approved the quote from the local electrician. The treasurer to contact him to let him know the committee's decision.
- c. Roof leaking – No further update.
- d. Emergency Lights – As discussed.

9. PERSONNEL

10. FINANCE / ADMINISTRATION

- a. Finance report
 - a. Agreed and signed. Cllr J Muteham enquired as to what the cheque for £500.00 reference Boughton under Blean village hall was for. The treasurer confirmed that the cheque had been written several months ago and was for the opening of the new bank account as a deposit of £500.00 was required to open the account. However, the

original application is no longer valid as the process was started when the previous chairman was in charge.

- b. **Payments for approval**
 - a. **Cheques to be signed by two committee members**
 - b. **Administration - £505.43**
 - c. **Cleaner – £574.00**
 - d. **Key holder - £52.00**
 - e. **EK Fire Protection Ltd - £138.00**
 - f. **Return of Deposit 03/12/23 - £50.00**
 - g. **Maintenance Man - £286.10**

EK 1 Fostering have decided that instead of having their deposit returned, they would like to use it against their next booking on Saturday 7 December 2024.
- c. **Bank Account – No further update. This is being dealt with by the clerk for the parish council.**
- d. **Review Policies – This is being dealt with by the trustees of the village hall and will be the same as the parish council policies.**

11. CORRESPONDENCE

- a. **Email from Boughton Players – The treasurer received an email from the chairman of Boughton Players concerning the increase in hall hire charges and the PA system. The committee were in agreement that the treasurer should reply to the email confirming that the village hall do not want to hire out the sound system, although there may be the occasional time such as the Christmas Market, when we may consider hiring it, but instead if any hirer is interested in using the system, we will simply pass on Boughton Players details to the hirer, who can then contact them directly to discuss fees and terms and conditions. We currently pay for a music licence at the village hall but do not have use of the system that is fixed and stored at the village hall. The email should confirm that they can continue to hire the hall for 90 minutes at a cost of £37.50 and to also make them aware that there are several groups / organisations that can help with fundraising and have they been in touch with any of them. The treasurer to also make it very clear that costumes are not allowed to be hung from the pipes under the stage and that they need to be removed.**

12. LETTINGS

- a. **Ladies group – The chairman has written a letter to the member of the Ladies' Group explaining the decision to increase the hall hire charges. The treasurer to forward this on.**

13. MEMBERS COMMENTS / REPORTS

- a. **The treasurer asked if the End of Year accounts needed to be checked before filing them at the end of January 2024. The chairman confirmed that they would need to be discussed at the next trustee meeting which is to take place on Tuesday 9 January 2024.**

- b. P Beavis paid the treasurer £120.00 in cash for the booking he had in December plus storage cost.**

14. DATE OF THE NEXT MEETING – 30 January 2024