

BOUGHTON UNDER BLEAN VILLAGE HALL
Management Committee Meeting
held in the Library at Boughton Village Hall
on Tuesday 23rd April 2024
at 1930

Minutes

PRESENT

Cllr Jason Muteham; Cllr Sally Harper; Cllr Keith Harper; Cllr Paul Ray and Chris Ennis;.

IN ATTENDANCE

Bookings & Admin Clerk - Angela Peirson and two members of the public.

1. **APOLOGIES** - Cllr Terence Covell; Cllr Ida Linfield & Paul Beavis.

2. **DECLARATION OF INTERESTS**

3. **MINUTES OF THE LAST MEETING**

The minutes of the meeting held on Tuesday 26th March 2024 were accepted as a true record and signed by the Chair.

4. **MATTERS ARISING FROM THE MINUTES**

There were no matters to be discussed other than items identified on the agenda.

5. **PUBLIC PARTICIPATION**

Representatives of Faversham of Road Car Club attended to enquire if the Committee was intending on providing 'tuck shops' at all the regular hirers evenings. The Chairman advised that this was not the case. They were pleased as they do have a tuck shop which raises a few funds for their club. They further advised the Committee that many of their members are trades people such as plumbers, electricians, painters etc who may be happy to help out if their services were required to improve the hall.

6. **FINANCE**

a. Finance Reports - The reconciliation was signed off by Cllr. Keith Harper. A loss was still predicted, but the fund raisers are confident that events through the year would drastically reduce the amount.

b. Payments - Cllr. Keith Harper signed off all the payments including four returned deposits.

c. Citron Hygiene – Following further investigations, The administrators have been advised that giving 90 days notice would not be sufficient to cancel the Citron contract. A percentage of the outstanding contract which runs to 2025 would still have to be paid. However, having requested the services sheets it has been identified that most of the calls were made when the hall was unmanned, i.e. not on a Monday or Thursday and also out of the hours of 0800 – 1200. The administrator

Chairman's Initial.....

considers that Citron are in breach of their contract and is awaiting response to email exchanges and will advise further at the next meeting.

7. **BOOKINGS**

The regular hirers have all booked until the end of this year with some requesting their evenings throughout 2025 as well. A request has been received, from a regular hirer, for a New Year's Eve party, but the event would want a later finishing time. The administrator to enquire with the Parish Council Clerk for a reason why this could not be granted.

The administrator advised the Committee that the Parent & Toddler Group who were in arrears have now cleared the outstanding amounts.

8. **TASK LIST**

a. Tasklist the Chair informed the Committee that PAT testing and Fire Extinguisher checks are to be completed in May. The administrator to contact PAT Testing company who has previously carried out the testing at a competitive rate.

b. Legionnaires the Committee members are to undertake training on Legionnaires as soon as can be arranged. Cllr. Paul Ray to make contact with the contractor.

c. Checklists the first aid kits to be added to the checklist. Cllr Jason Muteham and Cllr Paul Ray have completed the April checks. May checks to be undertaken on the 23rd May by Cllr Jason Muteham, together with Chris Ennis, Cllr Sally Harper & Cllr Keith Harper.

9. **MANAGEMENT**

a. PO Box - the cost of a PO box address is prohibitive and the administrator offered to relieve Cllr Ida Linfield of the duty to collect the post from the business park in Hickman's Green and will contact Cllr Ida Linfield to arrange to accompany her to receive instructions.

b. Suggestions Box - Chris Ennis agreed to obtain a price, purchase and design a poster for a box to be sited in the foyer. A sentence to be added to the bookings website to encourage hirers to use the suggestions box for ideas, but also any issues ie kettle not working etc.

c. Fire Alarm - proof of testing is required and should be on display. It was agreed that the glass fronted display boards should be sufficient for the logs to be kept. Cllr Jason Muteham to look at what certificates are currently displayed, paying particular attention to those out of date! A Hygiene certificate should be obtained.

d. Emergency Contact - Cllr Sally Harper waiting to hear from Mr Simon Way.

e. Emergency Procedure - Cllr Paul Ray to write up details for the fire alarm and the cleaner to be asked to demonstrate the burglar alarm. However, there are matters such as fuses that someone on call out may need to deal with. A mobile phone has been purchased, but torch and set of keys required. Sets of keys held by villagers to be returned. If a call out is not due to an emergency/hirer error, the hirer to forfeit their deposit. This will need to be included in Terms and Conditions.

f. Bar - A letter has been drafted to the regular licensee regarding their insurance – to be discussed at the next meeting. The licensee is using the space to store stock, for the village hall and possibly other venues and has a fridge and a freezer plugged in using electricity constantly, although little or no stock inside. The Committee agreed the licensee should be charged for storage and electricity usage, but to wait until the outcome of the insurance letter.

10. PROPERTY & MAINTENANCE

- a. Wooden Floor** - the floor is to be re-varnished and buffed during August.
- b. Asbestos** - two quotes obtained for the Asbestos Survey, one from the original contractor, another from a local firm who were less expensive (£302.76) and the Committee agreed to appoint.
- c. Electricity Room** - Cllr Jason Muteham had obtained three quotes for rubber matting in the electricity room and it was agreed to purchase from Tool Station at £84.14 each. It was thought that the floor in the bar area should also have a rubber surface to prevent slipping and to be purchased at the same time.
- d. Male Toilets** - Cllr Paul Ray has re-written the specification for the male toilets and meeting with a contractor in the next few days.
- e. Foyer leak** - Cllr Jason Muteham meeting with a contractor to discuss the foyer leak as previous repairs had not been successful.
- f. Exterior Cladding** - Cllr Jason Muteham passed around samples of the concrete board that has been suggested. These would last a lifetime and available in a variety of colours. Cllr Paul Ray has completed the Specification, but not yet circulated to contractors.

11. FUNDRAISING & GRANTS

- a. Update** - Cllrs Sally & Keith Harper to attend a 'Funding for All' meeting very soon and will report back at the next meeting. They have enlisted a group of villagers who are eager to assist in fundraising for the Village Hall. They have contact with an architect who would be willing to assist and have contacted various Trusts, but more definition is required such as specifications etc to request funding. The administrator raised an idea as the hall will be 50 years old in 2026 – this would give the fundraising committee great leverage to obtain funding for a complete revamp and modernisation of the hall. Asking current hirers to come on board with a 50th Anniversary Working Party – the trades and skills of local villagers – we want the hall to be here for the next 50 years.

The Committee voted for an extra half an hour to conclude the meeting – all in agreement.

12. ADVERTISING & SOCIAL MEDIA

- a. Update** - Chris Ennis had not been able to access Facebook, but the Parish Clerk is looking into this.
- b. Community Magazine** - the advertising in the Community magazine could be of more benefit to the village hall. Chris Ennis to write a piece to be published in the magazine regarding events leading up to a 50th anniversary, but he would like someone to proof read – Committee members offered to help him with this.

13. MEMBERS COMMENTS / REPORTS

None

- 14. DATE OF THE NEXT MEETING - 28th May 2024** – the Committee present agreed to a change of time for the meetings : **1830 – 2030**.

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Signed by the CHAIRMAN of the meeting

Chairman's Initial.....