

**BOUGHTON UNDER BLEAN VILLAGE HALL**  
**Management Committee Meeting**  
**held in the Library at Boughton Village Hall**  
**on Tuesday 25th June 2024**  
**at 1830**

**Minutes**

**PRESENT**

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

**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 28th May 2024 were accepted as a true record and signed by the Chair.

4. **MATTERS ARISING FROM THE MINUTES**

The Administrator advised that she had sought prices for the cleaning of the cooker in the kitchen. Two had been received (£175 & £210) and Cllr Paul Ray was awaiting a third. The Committee agreed to go with the lowest quote as soon as possible.

A regular hirer of the hall had been successful in repairing the water boiling machine and providing the repair held up the Committee offered a 50% reduction on his next hire of the hall.

All present were in favour of both the above actions.

5. **PUBLIC PARTICIPATION**

Cllr Sally Harper introduced two members of the public who have joined their fundraising team. The two ladies had recently organised and held a Bingo evening as their first fundraising event and presented the Committee with £520 to be ring fenced under fundraising. The Committee were very grateful at the amazing results of their event which they hope to repeat in the not too distant future. The Chair asked if the ladies would join the Committee, as when arranging future events, could find it useful. The Committee agreed and Nessa Eldridge & Michele Caughlin were voted onto the VHMC as members, taking effect at the next meeting.

6. **FINANCE**

**6.1 Finance Reports** - The reconciliation was signed off by Cllr. Keith Harper.

**6.2 Payments** - The Committee members (councillors) present approved the payments to be submitted, including six returned deposits.

<b><u>Payments to be made June 2024</u></b>	
Bk Tfr - Cleaner - Invoice - June	£742.00
Bk Tfr - Key Holder - Invoice - June - 74	£60.00
Bk Tfr - Handy man - Invoice - June	£201.01

*Chairman's Initial*.....

Bk Tfr - Boughton PC - Phone SIM - June	£12.00
Bk Tfr - Need a Space - Mail Box - 47484	£31.20
Bk Tfr - Atman UK Ltd - PAT Testing - INV-4294	£75.06
Bk Tfr - Chris Ennis - Sugestion Box - 2 invoicies	£42.98
	£1,164.25
<b>Deposits Returned</b>	
Bk Tfr - Inv 1790 - Deposit refund - 50	£50.00
Bk Tfr - Inv 1750 - Deposit refund - 250	£250.00
Bk Tfr - Inv 1786 - Deposit refund - 50	£50.00
Bk Tfr - Inv 1794 - Deposit refund - 50	£50.00
Bk Tfr - Inv 1720 - Deposit refund - 50	£50.00
Bk Tfr - Inv 1751 - Deposit refund - 50	£50.00
	£500.00
<b>Payments made under Scheme of Delegation June 2024</b>	
M Scott Electrical Ltd	£72.00
Keith Harper - Kitchen sink plugs	£9.36

**6.3 Scheme of delegation** - Rewiring of light fitting for LED tube by M Scott Electrical was approved by Cllrs Paul Ray & Jason Muteham on 30/5/24. Purchase of sink plugs was approved by Cllrs Keith Harper & Jason Muteham on 20/6/24.

**6.4 Citron Hygiene** – Citron has made no further contact with the Administrator. The item would be removed from the monthly agenda until response is received.

## 7. BOOKINGS

**7.1 Cancellation of August event** - the Administrator advised that a private 70th Birthday Party had been due to take place on 29th June, but unfortunately due to ill health and hospital stays the gentleman decided he did not want to celebrate with a party. His daughter therefore cancelled the event with less than 8 weeks notice and was aware of the T & C's that there would be no refund. However, due to the circumstances the Committee agreed as a gesture of goodwill, and compassionate of the circumstances, that the deposit would be held but the hire fee and internet change a total of £160 would be refunded. The Administrator will inform the hirer and if acceptable a refund will be made next month.

**7.2 FORCC 40th Anniversary** - the FORCC (Faversham Off Road Car Club) requested an all day event in the Autumn to celebrate its 40th Anniversary. They enquired of the possibility of having a food truck in the car park as they want to use the kitchen as a pit stop. The Committee agreed under 'food & hygiene regulations' the kitchen can not be used in this way and suggested they use one of the changing rooms. The fundraising team would be willing to provide food for the day from the kitchen. Should this offer not be accepted they would have to approach the Parish Council should they wish to pursue the use of a food truck in the car park. As they are wanting to set up the evening before, the Administrator to contact FORCC regarding timings as this may well prevent hire of the hall for the majority of the Saturday. To be discussed further at the next meeting

**7.3 Boughton Bowling Club** - the Bowling Club confirmed the Tournament booking for January.

## 8. TASK LIST

**8.1 Task Report** - monthly tasks completed for June with the PAT testing being undertaken.

**8.2 Fire Drill** - Cllr Paul Ray and Cllrs Sally & Keith Harper to attend on Tuesday 9th July for the fire drill to be completed, whilst the Parent & Toddler group are in session, to ensure they comply with procedures.

**8.3 Task List** - no major tasks identified for July

**8.4 Water softener** - quote received from Monarch of £144 to service the system which is almost at the end of its warranty. The Committee present agreed the service should be carried out and the Administrator to contact to organise the date.

**8.5 Checklist** - checks to be completed on 25th July by Cllrs Sally & Keith Harper.

## 9. **MANAGEMENT**

**9.1. Suggestions Box** - the suggestion box has been purchased and to be fitted in due course in the foyer.

**9.2 1st Aid Box** - Cllrs Sally & Keith Harper had purchased a first aid box and were donating to the kitchen. To be stored in the current first aid cupboard. Thanks were extended to Cllrs Sally & Keith Harper by the Chairman.

**9.3 Document Store Box** - Cllr Jason Muteham suggested that a document box be situated in the foyer for the safe storage of documentation such as Asbestos report, contractors signing in doc, legionella report, task lists and keys. It was agreed this should be purchased at a cost of £41.63 inc VAT.

**9.4 Emergency Contact** - Cllr Sally Harper to advise at the next meeting.

**9.5 Emergency Procedure** - to be discussed at the next meeting.

## 10. **PROPERTY & MAINTENANCE**

**10.1 Male Toilet** - Contractor being contacted again as they did not show for a meeting. To be discussed at the next meeting.

**10.2 Foyer** - Contractor being contacted again as they did not show for the meeting. To be discussed at the next meeting.

**10.3 Maintenance** - the Handyman had provided costs for purchase of anti-climbing paint £14.99 per litre and signs £4.99 each. The Committee members present agreed the work should be completed as soon as possible following notification from the Librarians that boys had been climbing up onto the roof again. The Handyman to provide costings for the cleaning out of the water tank during August when the hall is in less demand.

## 11. **FUNDRAISING & GRANTS**

**11.1 Update** - Cllr Sally & Keith Harper had attended some training and had been given advice on providing a survey for regular hirers to complete. It was agreed that the survey could be sent out after each and every private hire as well. They are unable to proceed further with the application of grants as quotations are still awaited, but Cllr Paul Ray to forward a Surveyors Report to Cllrs Sally & Keith Harper.

## 12. **ADVERTISING & SOCIAL MEDIA**

**a. Update** - Chris Ennis has had to resign from the Committee for personal reasons and therefore a new member is sought who has PR and Social Media expertise. The Administrator to enquire of the regular hirers if someone with these talents would be willing to join the Committee.

## 13. **MEMBERS COMMENTS / REPORTS**

The Administrator advised that cleaning materials were required at a total of £360.41 and the Committee approved these to be ordered.

## 14. **DATE OF THE NEXT MEETING - 30th July 2024 1830 – 2030.**

*Chairman's Initial*.....

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Signed by the CHAIRMAN of the meeting

*Chairman's Initial*.....