

**BOUGHTON UNDER BLEAN VILLAGE HALL**  
**Management Committee Meeting**  
**Held in the Library at Boughton Village Hall**  
**on Tuesday 26 September 2023**  
**At 19.30**



**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. ACCEPTANCE OF MINUTES for 04 July & 29 August 2023 meeting and signed by chair**
  - a. Accepted and signed
- 6. MATTERS ARISING**
  - a. Insurance – Bar – Cllr C Clayson has spoken to both Arthur J Gallagher Insurance Brokers Limited and Hiscox Insurance Company for advice. Both companies said that it is the responsibility of the other and the situation remains the same. Cllr C Clayson to contact both companies again. To be put on the agenda for next month.
  - b. Fire Risk Assessment – The trustees have agreed to the quote provided by E K Fire Protection. However, Cantwareburh Fire Safety are due to carry out a risk assessment at the village hall on Thursday 12 October 2023 and the committee will make a decision as to what, if any, work is carried out at the village hall, depending on the outcome. To be placed on the agenda for the next meeting.
  - c. Crowdfunding – Cllr C Goatham has been looking into the Bernard Sunley Foundation and after answering a few questions, it would seem that the village hall is eligible. The committee members present were in agreement for Cllr C Goatham to fill in the application form online. Cllr C Clayson has applied to Home Instead Charities for a grant.
  - d. Heating – Cllr J Muteham has contacted a company who install fans in the ceiling that blow hot air down. They need a copy of the hall floor plan and heating system before they can proceed any further. Cllr J Muteham has a copy of the architect's plan and will spend some time at the hall marking

the radiators onto the plan. This can then be given to the company. To be put on the agenda for next month.

- e. Hedge Removal – The committee members present decided against removing the hedge in its entirety and replacing with flowerbeds and instead decided that the hedge should be cut back for urgent and essential maintenance works to take place. The treasurer to contact Countrywide Ground Maintenance for a quote. The chairman to speak to the new maintenance man first to see if this is something he could manage.
- f. Set date for meeting – Review of policies – A date to review the policies and hire fees was made for Thursday 12 October to be held in the library starting at 6.30pm.
- g. Set date for meeting – Hire Fees – Discussed as above
- h. Set date for committee meeting – December 2023 – The committee members decided to move the meeting from Tuesday 26 December to Wednesday 20 December 2023.

## **7. TASK LIST**

## **8. PROPERTY AND MAINTENANCE**

- a. Kent Wood Flooring – Date – The trustees agreed to the quote provided by Kent Wood Flooring for the main hall floor to be buffed and re-sealed. The committee decided that it would be a good idea to leave this until January when there are fewer bookings. The lettings secretary to contact the company to see if they can carry out the works in the first week of January or alternatively February half term or the Easter holidays in April and to clarify how long the hall floor will need to be left before arranging any bookings.
- b. Foyer Lights – The treasurer contacted the local electrician and he is willing to meet someone at the hall to discuss the possibility of installing wall lights in the foyer. The treasurer to contact him to see if he can meet with the chairman on Friday 29 September during the MacMillan coffee morning.
- c. Baby changing unit – The trustees require 2 more quotes for installing a baby changing unit in the disabled toilet. The treasurer contacted S J Plumbing and Heating Services and he suggested that the village hall purchase the unit and he would be willing to install it. Prices and designs can vary and the area would need to be measured to ensure the right unit was ordered. The chairman to speak to the maintenance man to see if he would be able to install it.

## **9. PERSONNEL**

- a. Cllr C Clayson was at the hall on Sunday 24 September, the day after a wedding had taken place on the Saturday and expressed how messy and dirty the hall had been left. The hirers in question had paid for our cleaning service but this will need to be discussed at the meeting that is being held to discuss hire fees, as the hall required a lot of cleaning in this particular instance and would have been difficult to accomplish if the hall had been booked out again in the afternoon. Cllr C Clayson would also like to thank Cllr J Martin for the time he has spent at the hall recently weeding outside

the main entrance, adjusting the CCTV camera that had been moved and for helping to put away the round tables that had been used at the wedding.

## **10. FINANCE / ADMINISTRATION**

- a. Finance report
  - a. Agreed and signed
- b. Payments for approval
  - a. Cheques to be signed by two trustees
  - b. Administration - £904.75
  - c. Cleaner – £694.00
  - d. Key holder - £52.00
  - e. GGS Kent Ltd - £558.00
  - f. Need a Space / Natural Born Movers Ltd - £31.20
  - g. Return of Deposit 03/09/23 - £50.00
  - h. Return of Deposit 09/09/23 - £200.00
  - i. Return of Deposit 23/09/23 - £250.00
  - j. Mindfulness Classes - £130.00
- c. Grant Money – There is a total of £186.12 left in grant money that was received in 2023 and £251.20 grant money left over from the previous year. There is enough grant money left to pay for 4 more mindfulness classes. The lady who is teaching the mindfulness classes is considering booking extra sessions in November and paying for them herself.
- d. End Of Year Accounts – To be put on the next agenda for discussion.
- e. Bank Account – The chairman is to get in touch with the bank to find out what we need to provide for our application. Natwest, who we currently bank with, are not opening anymore Bankline for Communities accounts.

## **11. CORRESPONDENCE**

### **12. LETTINGS**

- a. HBHS – 17/01/24 – Reduced Fee / July cancellation – Herne Bay High School have been in touch with the lettings secretary to book 2 dates for 2024. They asked if it would be possible to have a reduced fee for their January bookings considering they had paid for a booking on 5 July 2023 which was cancelled due to the teachers strike. The committee members agreed that due to escalating costs we should not allow a discount but explain to them that the hire fees are due to go up very soon but if they book now, the current hire price will be held for them. The cleaning / damage deposit of £50.00 that they paid will however be transferred to the January booking and returned after the event providing the premises are left clean and tidy and no damage has occurred. The lettings secretary to inform them of the committee's decision.
- b. Pony Club Christmas Party – The lettings secretary received an enquiry from the East Kent Pony Club about booking a Christmas party on Thursday 21 December 2023. Although there will be no regular hirers in on that day, the hall is usually cleaned in the morning. The lettings secretary should speak to

the cleaner to see if she can work around the booking and then contact the pony club to let them know of the decision.

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

- a. Cllr J Muteham brought up the subject of how we can recruit more people on to the village hall management committee as at the moment there are only 4 members on the committee. It may be necessary to ask the trustees of the village hall to help out more, such as contacting contractors on behalf of the village hall in order to obtain quotes. Any projects or work that requires doing can be discussed at the monthly village hall committee meetings and a 'Contractor Quote Request Form' can be filled out with specific instructions / dimensions, this can then be given to the trustees at the next trustee meeting. At the moment the village hall management committee members are allowed to authorise work under the value of £500.00, this should be placed on the agenda for the next trustee meeting to see if this can be increased to at least £1000.00. As mentioned by the treasurer, the quote for the installation of the baby changing unit could have been approved by the committee members as it was for £440.00 and did not need to be discussed by the trustees. They have however, asked for 2 more quotes and this will be complied with. Cllr C Clayson declared an interest as the builder who quoted for it is the same builder that she uses. Further quotes are needed for the removal of the asbestos and a full survey is also required. The idea of installing solar panels has been dismissed for the time being. The treasurer to contact the relevant councillor who gave the village hall a grant of £1000.00 towards the cost, to see if they would like the money returned or if they would be willing for the money to be used against other projects / improvements such as improving the heating at the hall. To be placed on the agenda for discussion at the next meeting.
- b. There is a coffee morning on Friday 29 September in aid of Macmillan.
- c. So far 20 tables have been booked for the Christmas Market.
- d. The lettings secretary has 5 people booked so far for the Re-start a Heart training session.
- e. Secom will be at the hall on Monday 2 October during the coffee morning, to carry out the routine service on the CCTV system and possibly the building alarm.
- f. The treasurer recently contacted 2 companies who are advertised on the village hall website for a yearly fee, to see if they would like to continue sponsoring the website. As of yet, they have not replied. The chairman suggested emailing them once more and if they do not respond we will then remove them from the website.

- 14. DATE OF THE NEXT MEETING – 12 October 2023 – Review hire charges & policies  
31 October 2023 – Normal meeting**