

**BOUGHTON UNDER BLEAN VILLAGE HALL
Management Committee Meeting
held in the Library at Boughton Village Hall
on Tuesday 27th August 2024
at 1830**

Minutes

PRESENT

Cllr Jason Muteham; Cllr Sally Harper; Cllr Paul Ray; Nessa Eldridge & Michele Coughlin

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 25th June 2024 were accepted as a true record and signed by the Chair. No meeting was held in July due to insufficient attendance of the Councillors.

4. **MATTERS ARISING FROM THE MINUTES**

The Trustee at their meeting held on 9th July had advised that the Village Hall Committee were to investigate alternative Licensee holders and make the recommendations to the Trustee at the September meeting. Two possible future Licensee holders had declared an interest to members of the Committee, although one had now withdrawn their interest. A specification is required to discuss further and then present to the Trustee, likely not to be till the October meeting, for possible approval. The Administrator to prepare a Specification.

5. **PUBLIC PARTICIPATION**

Two members of FORCC who are in the final preparations of their 40th Anniversary event, to be held at the hall on 29th September, attended the meeting to advise they were awaiting the outcome of their request for a caterer to park in the car park on the day. Should this not be granted the Committee approved the parking of a small catering trailer by the kitchen. There would still be sufficient access for the fire exit and also members of the public entering the play area. FORCC are supporting Kent Air Ambulance & Cancer Research at this event.

Keith Harper who had stood down from the Parish Council had requested to remain on the Committee. It was a unanimous decision for Keith to rejoin the Committee by those members in attendance.

6. **FINANCE**

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

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

Payments to be made August 2024	
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Chairman's Initial.....

Bk Tfr - Cleaner - Invoice - August	£672.00
Bk Tfr - Key Holder - Invoice - August - 76	£60.00
Bk Tfr - Handy man - Invoice - 138	£408.91
Bk Tfr - Boughton PC - Phone SIM - August	£12.00
Bk Tfr - Fen Street Designs Ltd - Booking System - boughtonunderblean-02	£120.00
Bk Tfr - Citron Hygiene - Account Closure - CN30383286	£48.49
Bk Tfr - Faversham Designs - Website & Email - FD3395	£180.00
	£1,501.40
Deposits Returned	
Bk Tfr - Deposit Return - 1655	£50.00
Bk Tfr - Deposit Return - 1788	£50.00
Bk Tfr - Deposit Return - 1809	£50.00
	£150.00

6.3 Scheme of delegation - not used outside of the meeting.

6.4 Citron Hygiene – The Administrator advised the Committee that Citron, despite lack of communication, had issued a credit note for £432.95 and an invoice for closure of the account, the final charge being £48.49. Citron was in breach of this contract and the village hall was released from said contract.

7. BOOKINGS

7.1 Report on Issues - FORCC had attended the beginning of the meeting and were awaiting the Parish Council decision on a catering van for their event on 29th September.

7.2 Football Hire - Hernhill Herons had requested use of the toilets and storage when playing at Boughton. The charges for toilet and changing room hire would be £15 per week respectively. Storage remains at £10 per month.

7.3 Christmas Event Booking 24.11.24 - an online booking had been received for the 24.11.24 for a 'Christmas Event'. As the fundraising team are well into their planning of a Christmas Bazaar on 30.11.24, the Administrator requested further information of the 'Christmas Event' to be advised that this event was very similar to our own only 6 days later. It was unanimously agreed there to be a conflict of interest and the hirer to be advised that we could not approve their booking. Administrator to email the hirer.

8. TASK LIST

8.1 Task Report - monthly tasks completed for August, together with the cleaning out of the water tank (chlorinating and flushing through of the system to be undertaken on 29.08.24), varnishing front of the stage, re-buffing & varnishing the hall floor, GGS serviced gas boilers.

8.2 Fire Drill - this is still to be undertaken whilst the Parent & Toddler group are in session, to ensure they comply with procedures. A muster sign is required outside - Cllr Paul Ray to purchase and install following which a date to be agreed for the fire drill.

8.3 Task List - Cllr Jason Muteham to investigate renewal of the energy provider.

8.4 Checklist - checks to be completed in September by Cllr Sally & Keith Harper.

9. MANAGEMENT

9.1. Emergency Contact - following various attempts to appoint a body outside of the Committee to be the Emergency Contact for the hall it was agreed that this would have to be taken on by the Committee members. There have been minimal call outs in the past and it was hoped that this would continue. Hirers would be advised that should a call out not be an emergency they would forfeit the deposit.

9.5 Emergency Procedure - Cllr Paul Ray has prepared and will present at the next meeting.

10. PROPERTY & MAINTENANCE

10.1 Male Toilet - a request to attend to the broken gent's urinal had been received and it was agreed that repairs should be undertaken immediately despite possible refurbishments in due course. Cllr Jason Muteham to instruct the Handyman to obtain costs for new urinal and associated pipework.

10.2 Foyer - the foyer had not been painted as it was thought unnecessary if refurbishment of the area was to be undertaken. It was agreed to brighten the entrance up and the Handyman should proceed with the painting. Three quotes from electrical contractors are to be sought for the replacement of the fluorescent lighting with LED fixtures in the foyer and also the area by the main toilets.

11. FUNDRAISING & GRANTS

11.1 Update - Nessa Eldridge & Michele Coughlin had held a Children's Fun Day on 19.08.24 which had been a great success, many complimentary comments were received from members of the public not just in the Boughton area, and £566 had been raised for the fundraising pot. The fundraising team were congratulated on another amazing event. They are now planning a further Bingo Night which they intend to hold slightly earlier than the last one, but are excited to arrange.

11.2 Community Grant - the funds from the Community Grant of £150 had been allocated towards the hiring costs of the Parent & Toddler Group meetings. Cllr Jason Muteham to thank Cllr Richard Lehmann.

11.3 Grants - Cllr Sally Harper advised the Committee that the process of applying for Grants from any of the organisations was slow and laborious. She would continue to approach as many organisations as possible, but many had criteria that must be followed, so it was a case of watch this space.

12. ADVERTISING & SOCIAL MEDIA

a. Update - to be discussed at the next meeting as Paul Beavis was not present.

13. MEMBERS COMMENTS / REPORTS

Cllr Sally Harper reported a smell in the kitchen particularly under the sink area which the Handyman would investigate. Also the electronic lighter on the cooker appeared not to be working.

The Constitution of the hall was discussed as to be out of date and required re-writing. This is to be taken to the Trustee to be discussed.

14. DATE OF THE NEXT MEETING - 24th September 2024 1830 – 2030.

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Signed by the CHAIRMAN of the meeting

Chairman's Initial.....