

**BOUGHTON UNDER BLEAN VILLAGE HALL  
Management Committee Meeting  
held in the Library at Boughton Village Hall  
on Tuesday 28th May 2024  
at 1830**

**Minutes**

**PRESENT**

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

**IN ATTENDANCE**

Bookings & Admin Clerk - Angela Peirson.

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

2. **DECLARATION OF INTERESTS**

3. **ELECTION OF CHAIRMAN**

Cllr. Jason Muteham was nominated as Chairman and there being no further nominations he took the Chair.

4. **CO-OPTION OF NON PARISH COUNCIL MEMBERS**

There were two non parish council members co-opted onto the Committee - Mr Chris Ennis and Mr Paul Beavis.

5. **MINUTES OF THE LAST MEETING**

The minutes of the meeting held on Tuesday 23rd April 2024 were accepted as a true record and signed by the Chair.

6. **MATTERS ARISING FROM THE MINUTES**

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

7. **PUBLIC PARTICIPATION**

8. **FINANCE**

**8.1 Finance Reports** - The reconciliation was signed off by Cllr. Paul Ray.

**8.2 Payments** - The Committee members (councillors) present approved the payments to be submitted, including two returned deposits. Under the Scheme of Delegation the purchase of the LED tube for the bar area was approved by Cllrs Ray & Muteham.

Cleaning Contractor	£644.00
Key Holder	£60.00
Maintenance Contractor	£749.03
Boughton PC - Phone SIM	£12.00
RG Environmental Ltd - Asbestos Survey	£302.76
Spectrum Safety - Extinguishers Service	£241.38
Deposit refund - 1770	£200.00
Deposit refund - 1755	£50.00

*Chairman's Initial*.....

**8.3 Citron Hygiene** – Citron have apologised for the delay in responding, but a case has been raised and a response is awaited. To report further at the next meeting.

**8.4 Financial Limitation** - The spending limit of £1k, before approval sought from the Parish Council, was raised as thought to be low in view of the improvement works required. It is unlikely spending would be above the limit as Trusteel would be advised of and approve all major works.

## 9. BOOKINGS

The calling of the General Election has meant a change for two regular hirers, who accepted a move.

## 10. TASK LIST

**10.1 Task Report** - monthly tasks completed for May. Administrator to contact EK Fire to ask for clarity on the contract. The zones on the fire alarm need to be identified.

**10.1.1 Fire Extinguishers** - servicing of equipment by Spectrum Safety completed and two extinguishers replaced at a total cost of £241.38.

**10.1.2 Defibrillator** - the defibrillator is the subject of a recall if it fails the audio test. Tested and audio working, but to be checked regularly.

**10.1.3 PAT Testing** - due to previous PAT tester no longer trading, quotes were sought for testing to be carried out in June. The maintenance man would have to be certified, hire the equipment and pay his time would prove more expensive than the two quotes received. Goldfinch an initial cost £67.35, plus £5.70 per item excluding VAT; Atman cost £45 which includes the first 45 items and thereafter 65p per item excluding VAT. The Committee approved Atman to carry out testing and regular hirers to be advised of the provisional date for testing as the 6th June and invited to leave any items out for testing. Hirers would be charged for items on their June invoices £1.50 per item.

**10.2 Task List - Servicing of water softener** - quote requested.

**10.3 Legionnaires** - training completed. Emersions must be switched on in advance of future testing.

**10.4 Checklist** - checks to be completed on 20th June by Cllrs Sally & Keith Harper and Chris Ennis.

## 11. MANAGEMENT

**11.1. Suggestions Box** - Chris Ennis to purchase and install a box, together with cards - £43.98 including VAT.

**11.2 Emergency Contact** - It was agreed that members would be on call on a rota basis.

**11.3 Emergency Procedure** - Kit (phone, torch & keys) to be provided for those on the rota.

**11.4 Bar** - The Licensee has insurance in place. A contract and ongoing individuals to be discussed in more detail.

## PROPERTY & MAINTENANCE

**11.5 Asbestos** - the asbestos survey to be available for contractors to sign as having read a copy of which will be provided to them in advance of any works via email.

**11.6 Male Toilets** - quotations awaited.

**11.7 Foyer leak** - quotations awaited.

## 12. FUNDRAISING & GRANTS

- 12.1 Update** - Bingo Night is planned for the 22nd June. A meeting of volunteers to take place shortly to discuss this and other events.
- 12.2 Donation** - the BAD Village Group have offered to purchase a new water machine for the kitchen together with guarantee and maintenance contract if the current machine is beyond reasonable repair. This is being investigated by a regular hirer of the hall.

**13. ADVERTISING & SOCIAL MEDIA**

- a. Update** - Details and information from regular hirers about their clubs to be requested to post on the facebook page.
- b. Community Magazine** - Chris Ennis has written a piece for the Community Magazine for the 50<sup>th</sup> anniversary, to be submitted next month. Current listing to remain in the same format.

**14. MEMBERS COMMENTS / REPORTS**

None

**15. DATE OF THE NEXT MEETING - 25<sup>th</sup> June 2024 1830 – 2030.**

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Signed by the CHAIRMAN of the meeting

*Chairman's Initial*.....