

**BOUGHTON UNDER BLEAN VILLAGE HALL**  
**Management Committee Meeting**  
**Held in the Library at Boughton Village Hall**  
**on Tuesday 28 November 2023**  
**At 19.30**



**Minutes**

**1. ATTENDEES**

- a. C Clayson, J Muteham, C Ennis, Treasurer / Lettings secretary & 6 members of the public

**2. APOLOGIES**

- a. C Goatham

**3. DECLARATION OF INTERESTS**

**4. PUBLIC PARTICIPATION**

Two attending members of the public spoke on behalf of Kent Poultry Club, one attending member of the public spoke on behalf of Kent Carpet Oval Car Club and three attending members of the public spoke on behalf of Faversham Off Road Carpet Club regarding their concerns at the increase in hire charges for regular hirers as from 1<sup>st</sup> January 2024. One attending member of the public, P Beavis, was also interested in offering their help and was voted onto the village hall management committee.

**5. ACCEPTANCE OF MINUTES for 31 October 2023 meeting and signed by chair**

- a. Accepted and signed

**6. MATTERS ARISING**

- a. Insurance – Bar – The chairman has finally made contact with the insurance company and after answering several questions regarding the way the bar is booked for hirers and how it operates, the insurance company confirmed that the licensee is responsible for the bar and therefore he should have his own public liability insurance. The chairman will draft a letter explaining this.
- b. Crowdfunding – No further update.
- c. Heating – Cllr J Muteham has spoken to someone from a company who supply electronic thermostats which can be controlled remotely by either a website or mobile phone. To supply 3 smart thermostats and a booster, to replace the ones we already have, will cost approximately £700. However, Cllr J Muteham needs to speak to the engineer from GGS Kent Ltd who has knowledge of our heating system to find out some more information before a final quote can be given. To be put on the agenda for the next meeting.

GGs Kent Ltd have been out again to the hall to look at the heating which is not working correctly and have found that there is a wiring fault between the boiler and the thermostat in the library. A new hot water boiler has been ordered for the kitchen.

- d. Old furniture – Disposal – There are a lot of chairs in the games room that are broken and need disposing of. P Beavis will look into this as he knows of a company that will hopefully dispose of them.
- e. Fundraising – Cllr C Clayson is considering holding table top sales every couple of months, possibly on a Sunday, starting in the New Year. Cllr C Goatham previously mentioned that she will consider holding a barn dance. C Ennis produced a flyer advertising the village hall. A few minor adjustments need to be made and then we need to obtain quotes to have it printed professionally. Cllr J Muteham enquired as to whether there had been a response from the people who made enquiries regarding holding a farmers' market at the hall. The lettings secretary had contacted them and invited them to attend the meeting to explain to the committee their ideas but had heard nothing from them. Cllr C Clayson mentioned that she had previously enquired about running a monthly farmers' market at the hall but the responsibility and list of requirements was too much to consider.

#### **7. TASK LIST**

#### **8. PROPERTY AND MAINTENANCE**

- a. Foyer Lights – The treasurer contacted Medway Insulations for a quote on removing the asbestos in the foyer ceiling but has not heard back from them as yet. Two more quotes will be required. The treasurer to contact Faversham Off Road Car Club for a list of contacts (electrician, plumber, gas engineer and asbestos removal specialist) that they know who will be willing to supply quotes for any work that needs doing at the hall.
- b. Library Lights – No further update.
- c. Roof leaking – There has been evidence of water leaking from the roof into the main hall by the left-hand side of the stage. The treasurer to ask the handyman to have a look on the roof to see if he can find a reason why it is leaking and if anything needs repairing.

#### **9. PERSONNEL**

#### **10. FINANCE / ADMINISTRATION**

- a. Finance report
  - a. Agreed but not signed as only two council members were present.
- b. Payments for approval
  - a. Cheques to be signed at a later date
  - b. Administration - £780.65
  - c. Cleaner – £728.00
  - d. Key holder - £52.00
  - e. Return of Deposit 11/11/23 - £50.00
  - f. KCS Education - Supplies - £170.27
  - g. Cavy Club – Return of Deposit 12/11/23 - £25.00
  - h. Green Party – Return of Deposit 18/11/23 - £50.00

- i. Return of Deposit 25/11/23 - £50.00
- j. Return of Deposit 25/11/23 – 200.00
- k. Maintenance Man - £658.25
- l. Secom - £335.70
- m. Need a Space - £31.20
- c. Bank Account – No further update.
- d. Review Policies – To be put on the agenda for the next meeting.
- e. Sponsorship of website – The treasurer contacted the two companies again who have adverts on the village hall website whose yearly sponsorship is due for renewal. Neither company have confirmed if they would like to continue sponsorship. The treasurer to contact the company who maintains our website and ask them to remove both adverts.
- f. Invoice to Boughton under Blean Parish Council - The committee decided at the last meeting that we should invoice the council for any village hall management committee meetings that have been held since April 2023, at the rate of £20.00 per hour. However, the treasurer pointed out that we currently charge the parish council £25.00 per hour for any meetings they hold. The committee members present agreed that the monthly village hall committee meetings should also be charged at £25.00 per hour.

#### **11. CORRESPONDENCE**

- a. A letter has been received for the attention of Sarah Bedingfield but addressed to the village hall. The chairman opened the letter and it was from Good Things Foundation regarding free digital skills courses. Not relevant.
- b. The chairman received an email from a member of the Ladies' Group asking the committee to reconsider their decision to increase the hall hire charges. The committee discussed the matter and decided that due to mis-management in the past and years of low, unsustainable hire charges, their hall hire rate will increase, the same as the other regular hirers, as from January 1<sup>st</sup> 2024. The chairman to draft a letter explaining the decision.

#### **12. LETTINGS**

- a. Cleaning Fee – Both the Kent Poultry Club and Cavy Club have expressed their concern at the new cleaning fee they will be charged as from 1<sup>st</sup> January 2024. Both groups concerned leave the hall clean and tidy, to which the cleaner agrees. The committee agreed that the cleaning fee will not apply to them and instead they will continue to be charged a £25 cleaning / damage deposit which will be returned after each event providing the premises are left clean and tidy and no damage has occurred. The treasurer to let both clubs know of the decision.
- b. Kent Poultry Club – Hire fee – The club have also expressed concern at being told they will pay an hourly hire fee for the use of the hall on Saturday evenings. The club hire the hall from midday to 5pm on a Saturday to set up the poultry cages in the hall. The committee decided that although no

utilities are being used, the hall cannot be hired out and we are therefore losing potential income. The committee agreed that the hours the club are at the hall for will be charged at £25.00 per hour and on the Saturday evening from 5pm to 11pm, they will be charged half the hourly fee, £12.50 per hour. The treasurer to let them know the committee's decision.

- c. Boughton Players – Further fee increase – Boughton Players have decided to continue their weekly bookings but are concerned that the hire price will rise again in April 2024. The committee confirmed that although the hire prices should have been increased in 2023 and didn't, the new prices will become effective in January 2024 and will be reviewed again towards the end of the year for a possible further increase in January 2025. The treasurer should also mention the PA system and to find out what the original agreement was with the village hall. The committee members feel that having a PA system could be a possible hiring advantage and the fact that there is one installed at the hall but one that we are not allowed to use, needs to be addressed.
- d. Parent and Toddlers – The person in charge of the group spoke to Cllr C Clayson regarding the increase in hire charges and the fact that they are already making a loss. Cllr C Clayson has spoken to the clerk for Boughton Parish Council and she has suggested that the parent and toddler group write to the council as they might be able to assist them with a grant. The chairman to speak to the person in charge and explain the situation.
- e. Ladies group – Already discussed.

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

- a. Cllr J Muteham mentioned that we should also discuss the concerns brought up by Faversham Off Road Car Club at the meeting. They are also concerned about the increase to the hire charges. At the moment they pay a fixed weekly rate and their hire time varies from 5 hours to 6 hours. The amount of time spent racing, on average is 4 hours, as at the request of the village hall management committee, they spend time setting up before each meeting and clearing away after each meeting, mats that protect the main hall floor. The committee agreed that they would charge them a fixed fee of £100 per week for 4 hours hire, charged at £25 per hour but would give them leeway before and after each meeting to put out and clear away the mats.
- b. P Beavis noted that some hirers pay in cash and would it be acceptable for him to pay for his bookings in cash as well. The treasurer confirmed that this would be fine and P Beavis paid the treasurer £230.00 for the 2 bookings he had in November.

#### **14. DATE OF THE NEXT MEETING – 20 December 2023**