

BOUGHTON UNDER BLEAN VILLAGE HALL
Management Committee Meeting
Held in the Library at Boughton Village Hall
on Tuesday 31 October 2023
At 19.30



Minutes

- 1. ATTENDEES**
 - a. C Clayson, J Muteham, C Goatham, C Ennis & Treasurer / Lettings secretary
- 2. APOLOGIES**
- 3. DECLARATION OF INTERESTS**
- 4. PUBLIC PARTICIPATION**
- 5. ACCEPTANCE OF MINUTES for 26 September & 12 October 2023 meetings and signed by chair**
 - a. Accepted and signed
- 6. MATTERS ARISING**
 - a. Insurance – Bar – No further update. To be put on the agenda for next month.
 - b. Fire Risk Assessment – Cantwareburgh Fire Safety carried out a risk assessment at the village hall on Thursday 12 October 2023. The assessment showed that the village hall is compliant in all areas and no further action is required. The committee agreed not to proceed with the quote from E K Fire Protection for more smoke heads to be fitted in the hall. The treasurer to contact Cantwareburg Safety to ask them to amend the Fire Safety Assessment as it has the previous chairman listed. The committee decided that it would be worthwhile marking the area outside of the hall where the fire assembly point is, so anyone using the hall is aware.
 - c. Crowdfunding – Cllr C Goatham has been looking into applying for a grant from the Bernard Sunley Foundation and needs to know for what purpose we would be using the money for. The committee members present discussed having new cladding installed to the outside of the building but decided that the money, if we should be granted any, should be put towards the cost of having the foyer ceiling replaced and new LED lights fitted. Cllr C Clayson has applied to McCarthy Stone Foundation for a £1000 grant which is specifically for older residents and is focused on Christmas activities.
 - d. Heating – Cllr J Muteham has sent off the floor plans to the company who install fans in the ceiling and use an integrated system. After answering some questions, they had, he has heard nothing from them since. Cllr J

Muteham is waiting to speak to someone from another company who supply electronic thermostats which can be controlled remotely. To supply 3 thermostats, to replace the ones we already have, could cost approximately £1000. To be put on the agenda for the next meeting.

GGs Kent Ltd have been out to the hall to look at the heating which is not working correctly and the hot water boiler in the kitchen which has stopped working. At the moment the only way the heating will work is by having both the library and main hall heating on at the same time. There are a number of valves underneath the stage and the majority of them are not working, another engineer is required to look at them. The boiler in the kitchen has power going to it but will not switch on. GGS Kent Ltd are waiting for the manufacturer to call them back with some advice. Cllr C Clayson suggested the treasurer ring the plumber who fitted the boiler to see if he will look at it.

- e. Committee members / Trustee – Cllr C Clayson has managed to secure some training for the council members of Boughton Parish Council who are the trustee of the village hall. Date for training still to be arranged.
- f. Community Infrastructure Grant – Cllr Alastair Gould responded to the treasurer's email regarding the return of the localism grant of £1000 by asking if the committee had looked into applying for the community infrastructure grant. This would cover some of the cost involved in the installation of solar panels and although the original deadline has been and gone, due to fewer applications received, funds are still available. Cllr Alastair Gould, at the parish council meeting that was held on Friday 20 October, also implied that the grant would also be available the following year. The committee decided that for the time being we should not apply but have a plan in place ready for next year.

7. TASK LIST

8. PROPERTY AND MAINTENANCE

- a. Foyer Lights – The electrician met with the chairman to discuss the feasibility of installing wall lights in the foyer. His thoughts were that it wasn't a solution as the ceiling is low and it is a large area to try to get a good light level from wall lights even if directional bar spot lights were used, which may also shine into people's eyes at that level. The circuit feed is also in the ceiling which cannot be touched and therefore he would need to run a new circuit in from the bar. The committee members agreed that either the whole ceiling needs to be removed by Medway Insulations and new lights and ceiling fitted or Medway Insulations would need come down to the hall while the electrician is also there and carry out a certain amount of work in order for the lights to be changed. The treasurer to contact Medway Insulations for a quote on both options. Quotes for plastering will also be required.
- b. Library Lights – A quote has been received from the electrician to supply and install 6 round LED dome lights, 2 x 5ft LED strip lights and an emergency LED bulk head in the library for £574.37. This will need to be

approved by the trustees. The treasurer to email a copy to the clerk and ask her to put it on the agenda for the next trustee meeting.

c. Heating / Hot water problems – Already discussed.

9. PERSONNEL

10. FINANCE / ADMINISTRATION

a. Finance report

a. Agreed and signed

Cllr C Goatham mentioned that the amount raised at the re-start a heart training had not been enough to cover the hall hire but it had been very informative and we had received positive feedback from the people who had attended and enquiries as to whether we would be putting other events on, similar to this one. It may be possible for someone to give a talk on Fire Safety and if possible, incorporated into a coffee morning. Cllr C Goatham to look into this.

Cllr J Muteham asked if we ever charge the parish council for the village hall management committee meetings that are held at the library. Only planning meetings, if they are held at the library, are charged for. The committee decided that we should invoice the council and the treasurer should send an invoice to the clerk for any meetings that have been held since April 2023, at the rate of £20.00 per hour.

Cllr C Clayson mentioned that we need to put on more fundraising events at the village hall. Possibilities could include a barn dance, quiz night, wedding fair, model railway show, table top sale and village fete. A fete would involve a lot of work and time and planning should start several months in advance. So far there are 29 stalls booked for the Christmas market and donations for raffle prizes would be appreciated.

Cllr J Muteham also suggested that if we were to make the pavilion room a separate room for hire and were to change the use of the changing rooms, using one as a kitchen area, then we could possibly hire the area to a playgroup on a permanent basis which would bring in a regular income. This would require a lot of work to alter the building and is something to think about for the future especially if the proposed housing developments for the area, do go ahead.

C Ennis has been to the local crematorium on several occasions to find out if it would be possible to advertise the village hall there as a place to hold wakes. However, he decided that funeral directors are probably the best place to leave leaflets as this is usually the place where all funeral arrangements are made. As we do not have a leaflet advertising the village hall, he will attempt to design one.

b. Payments for approval

a. Cheques to be signed by two trustees

b. Administration - £1008.10

c. Cleaner – £756.00

d. Key holder - £52.00

e. Plumber - £85.00

f. Electrician - £87.94

- g. Kent Wood Flooring - £830.40 – The company does not accept cheques. A cheque to be made out to the treasurer who will pay the invoice by bank transfer from her personal account. The cheque to be signed by Cllr C Clayson and Cllr D Clayson.
 - h. Cantwareburh Fire Safety - £125.00
 - i. Mindfulness Classes - £260.00
 - j. Maintenance Man - £762.01
 - k. Return of Deposit 21/10/23 - £50.00
 - l. Swale Borough Council - £180.00
- c. Grant Money – There is a total of £77.32 left in grant money. The lady who is teaching the mindfulness classes has booked 3 sessions in November which she will pay for herself.
 - d. End Of Year Accounts – The committee members approved the end of year accounts. The treasurer to forward the accounts to the accountant.
 - e. Bank Account – No further update.
 - f. Review Policies – There are a few amendments to be made. To be put on the agenda for the next meeting.
 - g. Approve letter to hirers regarding rent increase – A draft letter to the regular hirers explaining the rent increase had been written by the lettings secretary and was approved by the committee members. The lettings secretary to email the letter to the regular hirers.
 - h. Castle Water – The sum of £429.31 was taken out of the bank account and as of the 30 September 2023, the account balance was £0.00. The treasurer has also received a letter explaining that as from 1 January 2024 there will be a transfer of supply to CWL.

11. CORRESPONDENCE

- a. A letter has been received from Applause Rural Touring who have funding available to support creative activities in the local area. The committee members agreed that the information should be passed on to Boughton Players.

12. LETTINGS

- a. Storage Cupboard – West Coast Swing Club – A new hirer will be starting at the village hall on Tuesday evenings from January 2024. They would like to put a cupboard in the games room in which they can store their equipment. The committee members agreed to the request. The lettings secretary to let them know and to arrange a date for them to install their cupboard.

13. MEMBERS COMMENTS / REPORTS

- a. Cllr C Clayson has been contacted by the company who will be installing the new urinal in the men's toilets. A urinal to match the existing ones in the toilet is no longer available and therefore the only options available are to replace all 3 urinals at a cost of £1380.00 or install 1 urinal which is smaller. The committee members agreed that a smaller one, installed lower down would be the better option and would be at an ideal height for boys using the toilets.

- b. Cllr C Goatham mentioned that there is a lot of old or damaged furniture at the village hall that needs to be removed. To be placed on the agenda for the next meeting.**
- c. Cllr C Clayson would like the committee members to have some fundraising ideas ready for the next meeting.**

14. DATE OF THE NEXT MEETING – 28 November 2023