

BOUGHTON UNDER BLEAN VILLAGE HALL
Management Committee Meeting
held in the Library at Boughton Village Hall
on Tuesday 26th March 2024
at 1930

Minutes

PRESENT

Cllr Jason Muteham; Cllr Terence Covell; Cllr Ida Linfield; Paul Beavis; Sally Harper; Keith Harper; Chris Ennis; Paul Ray.

IN ATTENDANCE

Bookings & Admin Clerk - Angela Peirson.

1. APOLOGIES

2. DECLARATION OF INTERESTS

3. ELECTION OF CHAIR

Cllr. Terence Covell nominated Cllr. Jason Muteham. There being no further nominations the Committee were all in agreement. Cllr. Jason Muteham then took the chair.

4. COMMITTEE

Three potential committee members (Sally Harper, Keith Harper & Paul Ray) nominated and accepted by the Committee.

5. PUBLIC PARTICIPATION

None

6. MINUTES OF THE LAST MEETING

The minutes of the meeting held on Wednesday 20th December 2023 were accepted as a true record and signed by the Chair.

7. FINANCE

a. Finance Reports - The reconciliation was signed off by Cllr. Terence Covell. A loss of £13k is likely by the end of this financial year and fundraising is required for 2024/25 period.

b. Payments - The Chair advised the Committee that the key holder had written to notify of a fee increase to £60 per month which was agreed by the Committee. Councillors present approved all the payments including two returned deposits.

c. Citron Hygiene - Cllr. Ida Linfield had been in contact with Citron as the sanitary and nappy bins were not being regularly attended to in line with the Contract. A 90 day notice period is required and after discussion it was agreed that their service would be monitored over the next 90 days and if not improved it would be cancelled. However, the Parish Council use PHS, which appears to be more

Chairman's Initial.....

reliable, less expensive and a once a month service which would be more than adequate for the village hall. Cllr. Ida Linfield to contact Citron via telephone and Angela Peirson to confirm the next 90 days to be notice to cancellation of the contract via email. Cllr. Ida Linfield to advise Angela once telephone conversation has taken place.

8. **BOOKINGS**

a. Contact Details - The email address and telephone number has now been changed. The post is still being delivered to Hickmans Green, but a PO Box at a Committee members house would be more convenient. Cost of this to be obtained by Paul Ennis

b. Booking System - Previously a form had to be completed, details from which would then be added to the calendar. The online booking system is easier and quicker and should be encouraged. A form would be accepted from those not able to use electronic devices.

c. Hire Payments - As the village now has online banking, cash would not be an acceptable means of payment for hire as these need to be banked and are not immediately identifiable on the bank statement. It was agreed by the Committee that cash would not be accepted forthwith (except in extreme circumstances).

9. **TASK LIST**

a. Checklists the Chair informed the Committee that checks were not being carried out on a regular basis and that all members of the Committee were responsible. It was therefore suggested that once a checklist had been agreed upon, that each Committee member be on a rota system to undertake the checks or as a pair over a one/two/three month period. Paul Ray has previously created such a list and would provide for the next meeting.

b. Defibrillator to be included on checklist. However, it was requested that further training be arranged, although for the actual use of the machine training is not required.

c. Asbestos the asbestos report last obtained was in 2018. Paul Ray offered to obtain quotes for a new report.

d. Legionnaires to be included on checklist. Paul Ray had previously supplied a folder (purple lever arch file) with all required information. The cleaner may have knowledge of where this can be found.

e. Feedback Forms to ensure that the village hall keeps to a high standard hirers to be asked to complete a feedback form or have a 'suggestions' box in the foyer. If the Committee is not advised of items that are broken/not working these cannot be rectified. Price of a suggestions box to be sought. A poster to be designed to be pinned on notice board in the foyer encouraging use of feedback form with photographic evidence is possible/necessary.

10. **MANAGEMENT**

a. Teams - the Chair explained that to ensure roles were not the responsibility of just one person, teams would be ideal for various roles. After much discussion the following was agreed upon :

Administration & Bookings - Angela Peirson & Cllr. Jason Muteham

Property & Maintenance - Cllr. Jason Muteham & Paul Ray

Fundraising & Grants - Sally Harper, Keith Harper & Cllr. Ida Linfield

Promotions & Social Media - Paul Beavis & Chris Ennis. (The Parish Clerk has administrator rights for FB – to be checked if can be transferred).

11. PROPERTY & MAINTENANCE

a. Handyman - the handyman is currently painting in the foyer, followed by pavilion & kitchen. The cleaner advises him of areas that require attention, but a report should be submitted to the Committee so it can be approved.

b. Roof Leaking - there were areas in the foyer, hall and through to the library. The handyman found this was caused by leaks around windows and has used sealant. To be monitored to ensure fault corrected.

c. Foyer Lights - this is an ongoing issue as there is asbestos in the ceiling and no insulation. To insert insulation or replace the lights, the problem of the asbestos needs to be attended to. Would there be a Grant available – after much discussion it was agreed that a Grant be sought and details/results discussed at the next meeting.

d. Toilets - over time ad hoc works have been carried out, but for hygienic and visual appearance major works required. Enquiries into Grant to be sought and details/results to be discussed at the next meeting.

e. Exterior Cladding - the cladding is rotting, in various stages around the building and needs replacing. Quotes required to replace with wood, concrete or plastic via a programme of staged repairs. Paul Ray has quotes previously supplied, will update to be discussed at the next meeting.

f. Maintenance – future larger projects? Committee members to bring ideas so a ‘dream long term list’ can be implemented. To be discussed at the next meeting. The tank room is one area that requires work – currently no insulation which means it is too hot in the summer and could freeze in the winter months.

12. FUNDRAISING & GRANTS

a. Training - Sally Harper, Keith Harper & Cllr. Ida Linfield to contact Funding For All to arrange what training that is available or would be useful.

b. Grants - discussed and agreed above.

13. COMMUNICATION

a. Emergency Contact - there was a lengthy discussion on how to appoint an Emergency Contact. The cost of having a company to come out, who would in turn just contact a Committee member, is prohibitive. The handyman does not want to undertake this role on a permanent basis so it was proposed that each Committee member held the relevant mobile phone for call outs on a monthly basis - phone to be purchased and contract agreed. Not all members were readily in agreement mainly due to not knowing what to do. Sally Harper agreed to speak with the Head of the Junior School for contact details of their Caretaker who may be agreeable to taking on the role. To be discussed at the next meeting.

The Committee voted for an extra half an hour to conclude the meeting – all in agreement.

- b. WhatsApp Group** - a WhatsApp group was discussed and agreed that this would be useful for members. Chris Ennis agreed to create. Members to email their telephone numbers to Angela for her to send onto Chris.
- c. CCTV** - Chris Ennis and Paul Ray to undertake the operator role once DBS certificates obtained.

14. MEMBERS COMMENTS / REPORTS

None

15. **DATE OF THE NEXT MEETING - 23rd April 2024** – having checked with the members present the date was changed as the 30th would not have provided a quorum for a meeting.

Signed by the CHAIRMAN of the meeting