



# BOUGHTON-UNDER-BLEAN PARISH COUNCIL

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**NOTICE OF THE VILLAGE HALL MANAGEMENT COMMITTEE MEETING, to be held on Tuesday 29 October 2024 at 18:30 in the Library, Boughton under Blean Village Hall.** All members of the Committee are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out in the agenda. Any item on the agenda may be heard in private when considered to be confidential.

Members of the public and press are invited to attend. Under the Openness of Local Government Bodies Regulations 2014, attendees may be filmed, recorded or otherwise reported about by anyone present. Unless advised otherwise, the council accepts no responsibility for data recorded in this way or its distribution. **Members of the public wishing to address or ask questions of the Committee are requested to do so in writing or by email to the Parish Clerk at least 24 hours before the meeting.**

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## AGENDA

1. **Apologies**
2. **Declaration of Interests**
3. **Minutes of the Last Meeting - 24.09.2024**
4. **Matters Arising from the Last Minutes**
5. **Public Participation**

Members of the public will be given up to 15 minutes to talk with Councillors, the item may be added to the agenda for the next meeting if agreed by Councillors.
6. **Finance**
  - 6.1. **Finance Reports** - to receive bank reconciliation and S&D report
  - 6.2. **Payments** - authorisation of October payments
  - 6.3. **Scheme of delegation** - report use of delegated powers in October
7. **Bookings**
  - 7.1. **Report on issues** -
  - 7.2. **Xmas Fair** - Stand for VHMC/Parish Council
8. **Task List**
  - 8.1. **Task Report** - completed task & issues
  - 8.2. **Fire Drill** - muster signage and date for drill to take place
  - 8.3. **Task List** - review upcoming tasks. See attached tasklist.
  - 8.4. **Checklist** - appoint checkers for November

9. **Management**
    - 9.1. **Emergency Procedure** - documentation
  
  10. **Property & Maintenance**
    - 10.1. **Male Toilet** - update on meeting with Contractor
    - 10.2. **Foyer** - update on meeting with Electrical Contractors/Builder
    - 10.3. **Kitchen aroma** - update
    - 10.4. **Stage curtains** - update
    - 10.5. **Emergency lighting** - review quotes & appoint contractor
    - 10.6. **External Lighting** - Update
  
  11. **Fundraising & Grants**
    - 11.1. **Update from Team** - Report on Trusts/Organisations approached
  
  12. **Advertising & Social media**
    - 12.1. **Update from Team**
    - 12.2. **Marketing proposal**
  
  13. **Members Comments / Reports**
    - 13.1. **Report on Feedback**
    - 13.2. **Members Reports**
  
  14. **Date of the Next Meeting : 26th November 2024**
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24th October 2024

*S. Muteham* Clerk to the Parish Council

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