



BOUGHTON-UNDER-BLEAN PARISH COUNCIL

NOTICE OF THE VILLAGE HALL MANAGEMENT COMMITTEE MEETING, to be held on Tuesday 26 November 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.

AGENDA

1. **Apologies**
2. **Declaration of Interests**
3. **Minutes of the Last Meeting - 29.10.2024**
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. **Administration**
 - 6.1 **Committee members** - to consider additional membership of the committee
7. **Finance**
 - 7.1. **Finance Reports** - to receive bank reconciliation and S&D report
 - 7.2. **Payments** - authorisation of November payments
 - 7.3. **Scheme of delegation** - report use of delegated powers in November
8. **Bookings**
 - 8.1. **Report on issues**
9. **Task List**
 - 9.1. **Task Report** - completed task & issues
 - 9.2. **Fire Drill** - muster signage and date for drill to take place
 - 9.3. **Task List** - review upcoming tasks
 - 9.4. **Checklist** - appoint checkers for December

- 10. Management**
 - 10.1. **Emergency Procedure** - documentation
 - 10.2. **SECOM** - CCTV & Alarm provider - service/maintenance

 - 11. Property & Maintenance**
 - 11.1. **Male Toilet** - update on meeting with Contractor
 - 11.2. **Foyer** - update on meeting with Electrical Contractors/Builder
 - 11.3. **Kitchen aroma** - update
 - 11.4. **Emergency lighting** - booked for 28.11.24
 - 11.5. **External Lighting** - Update & review quotes

 - 12. Fundraising & Grants**
 - 12.1. **Update from Team**

 - 13. Advertising & Social media**
 - 13.1. **Update from Team**

 - 14. Members Comments / Reports**
 - 14.1. **Report on Feedback**
 - 14.2. **Members Reports**

 - 15. Date of the Next Meeting : 17th December 2024**
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21st November 2024

S. Muteham Clerk to the Parish Council

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