



BOUGHTON-UNDER-BLEAN PARISH COUNCIL

NOTICE OF THE VILLAGE HALL MANAGEMENT COMMITTEE MEETING, to be held on Tuesday 17 December 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 - 26.11.2024**
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 December payments
 - 7.3. **Scheme of delegation** - report use of delegated powers in December
8. **Bookings**
 - 8.1. **Report on issues** - changing rooms required by football teams and unauthorised use
 - 8.2. **Electrical Interference** - FORCC experiencing interference from electrics
 - 8.3. **Car Park & Bookings** - issues particularly with school pick up times
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. See attached tasklist.
 - 9.4. **Checklist** - appoint checkers for January

 - 10. Management**
 - 10.1. **Emergency Procedure** - Alarm documentation
 - 10.2. **SECOM** - CCTV & Alarm provider - outcome of service on 12.12.24
 - 10.3. **Electronic Keypads** - update on progress

 - 11. Property & Maintenance**
 - 11.1. **Foyer** - lighting specification
 - 11.2. **External Lighting** - completed 03.12.24 - comments
 - 11.3. **Wheelie Bins** - look into costs for large wheelie bin
 - 11.4. **Heating** - Review heating control quote

 - 12. Fundraising & Grants**
 - 12.1. **Update from Team** - feedback on Christmas Fayre

 - 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 : 28th January 2025**
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11th December2024

S. Muteham Clerk to the Parish Council

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