

**BOUGHTON UNDER BLEAN VILLAGE HALL
Management Committee Meeting
held in the Library at Boughton Village Hall
on Tuesday 29th October 2024
at 1830**

Minutes

PRESENT

Cllr Jason Muteham, Cllr Paul Ray, Cllr Sally Harper, Keith Harper, and Michele Coughlin.

IN ATTENDANCE

Bookings & Admin Clerk - Angela Peirson.

1. APOLOGIES

Cllr Terence Covell, Cllr. Ida Linfield and Nessa Eldridge

2. DECLARATION OF INTERESTS

None

3. MINUTES OF THE LAST MEETING

The minutes of the meeting held on Tuesday 24th September 2024 were accepted as a true record and signed by the Chair.

4. MATTERS ARISING FROM THE MINUTES

The aroma in the kitchen is being dealt with by the Handyman not Keith Harper.

5. PUBLIC PARTICIPATION

No public were present.

6. FINANCE

6.1 Finance Reports - The reconciliation was signed off by Cllr Sally Harper.

6.2 Payments - The Committee members (councillors) present approved the payments to be submitted, including two returned deposits.

<u>Payments to be made October 2024</u>	
Bk Tfr - Cleaner - Invoice - October 2024	£770.00
Bk Tfr - Key Holder - Invoice - October 2024	£60.00
Bk Tfr - Boughton PC - Phone SIM - 24/031	£12.00
Bk Tfr - Lionel Robbins - Independent Examination - 2024/115	£120.00
Bk Tfr - Swale Borough Council - Licencing Fee - Bar - FAV/SWALE/189/0476	£180.00
Bk Tfr - Paul Ray - Muster Point Sign - WK00385479	£51.82
Bk Tfr - Wilkinson Sails - Inv 5808	£60.00
	£1,253.82
<u>Deposits Returned</u>	
Bk Tfr - Deposit Return - INV 1850	£50.00
Bk Tfr - Deposit Return - INV 1828	£50.00
	£100.00

Chairman's Initial.....

6.3 Scheme of delegation - Cllr Jason Muteham and Cllr Paul Ray used the Scheme of Delegation to organise a repair to one of the stage curtains due to wear and tear and the top hem perishing.

7. BOOKINGS

7.1 Report on Issues - The Boughton Players left the toilet areas in a mess after their booking on 24th October which resulted in the Cleaner having to come in to clear up. West Coast Fluid cancelled one of their bookings with insufficient notice, so charges still to be applied. The kitchen has been left 'unclean' on occasions with fat splattered over the cooker and food sauce sprayed around the microwave. Reminder to regular hirers to ensure kitchen is left clean. The microwave does not look fit for purpose as rusty metal is showing through and consideration should be given to replace.

7.2 Xmas Fayre - Cllr Jason Muteham requested that the Parish Council have a table at the Fayre which had been booked. Cllr Sally Harper was confident that plans were coming together, but requested to be advised of the number of tables. Angela Peirson to advise.

8. TASK LIST

8.1 Task Report - monthly tasks completed by Cllrs Jason Muteham and Paul Ray and other items included the repair to the stage curtain. New batteries for the water temperature probe being obtained and the annual Fire Risk Assessment being undertaken Friday 1st November.

8.2 Fire Drill - still to be arranged once muster sign erected.

8.3 Task List - the task list was reviewed.

8.4 Checklist - Cllr Sally Harper and Keith Harper to undertake the November checks.

9. MANAGEMENT

9.1 Emergency Procedure - Cllr Paul Ray to hand over the keys. To be brought to the next meeting.

10. PROPERTY & MAINTENANCE

10.1 Male Toilet - a meeting has been held with the Contractor, Robert Chase, for refurbish of the male and female toilets.

10.2 Foyer - following a lengthy discussion it was agreed that more extensive works in the foyer would be beneficial to the look of the entrance. This would be noticeable to those entering that the Committee wants to improve the hall beyond minor repairs. To enable the lighting to be replaced, the ceiling is to be removed, inspection made as to what damage water ingress has made, plasterboard replaced together with necessary insulation.

10.3 Kitchen Aroma - Handyman to carry out repair to pipework under sink.

10.4 Stage Curtains - one of the stage curtains had partially fallen down, requiring it to be removed and taken for repair. The top hem has been strengthened where the material is perishing. The curtain is yet to be rehung - this will take two people due to the weight.

10.5 Emergency Lighting - when EK Fire were last at the hall they advised that the emergency lighting was not compliant. EK Fire had quoted to isolate at source to give the ability to manage the lights individually however it was not known if the quote would be honoured as out of date. Quotes were EK Fire £1400; M Scott £2000. Angela Peirson to contact EK Fire and if quote still stands to arrange works to be carried out forthwith.

10.6 External Lighting - there is insufficient lighting on the library side of the hall and it has been raised by hirers that it is dangerous. Quotes to be obtained for installation of lights as soon as possible.

11. FUNDRAISING & GRANTS

11.1 Update - the application for Grants by the team for refurbishment works have been futile and they have been advised to reconsider their applications in the next financial year. It would seem that funds are tight all round and fundraising will have to continue within the Committee. A recent Bingo evening raised £340 which was a huge amount considering there were only a handful of people present. The next event is the Xmas Fayre and it is hoped to have another quiz evening and bingo night early into the new year. A Grant is awaited from the Parish Council of £750.

12. ADVERTISING & SOCIAL MEDIA

a. Update - Facebook page to be discussed at the next meeting.

13. MEMBERS COMMENTS / REPORTS

A fridge which was removed from the kitchen when it was refurbished many years ago remains in the snooker room. Is this required or can it be disposed of? Angela Peirson offered to take to the 'tip' if necessary.

An email from the Police regarding Fraud Protection to be forwarded to Cllr Jason Muteham for the Parish Council to discuss.

A metal chemical safe is required for cleaning materials to be stored - Cllr Paul Ray to locate and purchase.

14. DATE OF THE NEXT MEETING - 26th November 2024 1830 – 2030.

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Signed by the CHAIRMAN of the meeting