



BOUGHTON-UNDER-BLEAN PARISH COUNCIL

NOTICE OF THE VILLAGE HALL MANAGEMENT COMMITTEE MEETING, to be held on Tuesday 28 January 2025 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 - 17.12.2024**
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 January payments
 - 7.3. **Scheme of delegation** - report use of delegated powers in January
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. See attached tasklist.
 - 9.4. **Checklist** - appoint checkers for February

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

 - 11. Property & Maintenance**
 - 11.1. **Foyer** - lighting specification
 - 11.2. **Heating** - Update
 - 11.3. **Fire Muster point** - review quote for installation of pole
 - 11.4. **Main hall lighting** - update

 - 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 : 25th February 2025**
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22nd January 2025

S. Muteham Clerk to the Parish Council

Parish Office, PO Box 310, Faversham, Kent ME13 3EA
clerk@boughtonunderblean-pc.gov.uk
07740 706189